

Policy Number: BP026EN

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I. **About this Policy**

The American University of Paris (“AUP”, “The University”, “we”, “our”, “us”) is committed to protecting the privacy and security of your personal information (“personal data”).

This policy describes the ways we collect and use your personal data during the job application process. This policy outlines how we address the responsibilities we hold in relation to the General Data Protection Regulation (GDPR) and related French and United States data protection laws.

It applies to all applicants for employment.

II. **This policy’s relation to other policies**

Separate documents exist detailing how we use personal data related to former students for fund-raising and alumni relations purposes, as well as the use of personal data for student applicants, current students, current employees and donors/supporters.

If your application is successful, our Employee Privacy Policy will apply to you following your employment. Otherwise, we will maintain your personal data in accordance with the retention information available in section VIII.

Reading this policy and other privacy policies that we may furnish from time to time when we process your personal data is important so that you are familiar with how and why we use your personal data. This policy does not form part of any contract of employment or any other contract to provide services. This policy may be updated at any time.

III. **Definitions**

‘Personal data’ means any recorded information that is about you and that allows you to be directly or indirectly identified. Data that has been appropriately anonymized and suitably aggregated are not included in this definition because your identity has been definitively removed from the dataset.

‘Processing’ means anything that we do with your personal data, including its collection, its use in decision-making, its storage and maintenance, and its disclosure, deletion or retention.

IV. **Who Uses Your Personal Data?**

The American University of Paris is considered the “Data Controller” for the personal data processed in relation to this policy. Being the “Data Controller” means that we decide how to use your personal data and are responsible for maintaining and using it in compliance with the GDPR and other data protection legislation.

Access to your employment application record and other data covered under this policy is provided to staff, who have a need to see as part of their work to fulfill the purposes described in section VI. It is also shared in certain cases with third parties as described in section VII.

V. **What Personal Data is Processed?**

We may process the following personal data, typically obtained directly from you through the application and recruitment process. Some information may be obtained through third parties, such as background check providers, agencies, or reference contacts.

- Personal details (name, address, phone numbers, email addresses, nationality, date of birth, gender, identification documents, etc.);

- Education and Employment information (schools you have attended and workplaces, courses completed and dates of study, etc.);
- Recruitment information (references, right-to-work, CV, cover letters, etc.);
- Immigration Information.

We may also process certain information that falls under “special categories” of sensitive personal data.

- Information about your National ID numbers for right-to-work verification purposes
- Information about your health (disabilities)

VI. How the University Uses Your Data

The University uses your personal data for a variety of purposes, including:

- To assess your suitability to perform a particular role or task;
- To carry out background and reference checks;
- To maintain records relating to our recruitment steps.

The purposes listed above are dependent upon various legal bases including:

1. *When we must fulfill a legal obligation*

Sometimes, your personal data is processed to meet legal obligations. Information processed for this purpose includes information related to your right-to-work in France.

2. *When we have a legitimate interest*

We base certain aspects of the job application process on our legitimate interests related to improving our recruitment and job application process.

3. *When we have your consent*

There are some situations where we will ask for your consent to collect and process your information. Examples include, but are not limited to, when we ask you to take a survey or when we ask for your permission to collect, process, and share sensitive information.

Application decisions are not automated.

If you fail to provide the information requested for point 1 above

Not providing information in certain cases described in point 1 above means that we may not be able to fulfill our legal obligations.

Purposes of Processing

We process your personal data for the purposes that we collected it for, unless we determine that a reasonable reason exists to use it for another purpose related to and compatible with the original purpose. In the event that we need to use your data for an unrelated purpose, we will seek your consent to use it for the new purpose.

Special Categories of Data

Certain types of data necessitate a higher level of protection. These special categories of data are considered especially sensitive. The University’s main operations do not require us to process this type of data regularly but there are some cases where we do. Outside of the cases listed below, we may use these types of data only in exceptional circumstances.

1. *National Identification Number Information (including SSN and Passport/Visa numbers)*

We will process data concerning your National Identification Numbers only when it is necessary to meet legal obligations. These legal obligations include ensuring that you have the right-to-work in France.

2. *Health Data (Disability Data)*

We will process data about your health (disability) when it is required to provide accommodations for disability.

VII. Data Sharing with Third Parties and Entities Within and Outside the European Union and European Economic Area

In order to perform our duties based on our contractual and legal obligations or our legitimate interests, we may occasionally share some of your information with parties external to AUP. These third parties may include:

- Relevant Government Agencies (*L'Académie de Paris, Prefecture de Police de Paris*);
- Organizations that help us deliver services to you, particularly our legal counsel concerning immigration and including recruitment and vetting agencies, or recruitment system's IT support services.

When information is shared with third parties, we seek to limit the amount of data shared to just what is necessary.

Any third party that processes data on our behalf must demonstrate that they take measures to protect your data in compliance with the law and with our policies. We never allow them to use your personal data for their own purposes. The University only allows them to process your data for the specific purposes for which we have contracted their services and in accordance with our instructions.

Transfer outside of the European Economic Area - EEA (EU plus Norway, Iceland, and Lichtenstein)

Sometimes, we transfer your data outside the EEA. This may be done when we use a provider that is located outside the EEA, or for other reasons. In all such cases, we ensure that the following conditions are met:

1. Either the country to which the data is transferred is recognized by the EU as providing an adequate level of protection;

OR

The organization to which the data is transferred is covered by a scheme recognized by the EU as providing an adequate level of protection;

2. The transfer of personal data is governed by legally-binding contractual clauses between us and the organization receiving the information;
3. The transfer is based on one of the legal bases and is necessary:
 - To meet the needs of a contract with you or a contract with another person which is in your interests;
 - To protect the vital interests of you or another person;
 - To fulfill legal obligations;
 - To perform functions in the public interest;
 - To perform functions in our legitimate interest;

OR

The transfer has your explicit consent.

Transfers are typically limited situations where the transfer itself is not repeated.

VIII. Data Security and Retention

Your information and its security is important to us. As such, we have put into place multiple and appropriate measures and safeguards to protect your information.

If a successful applicant, your data is retained for the period of your employment at AUP. If you are an unsuccessful applicant, your data will be retained an applicable period or the period necessary for us to meet our obligations.

IX. Your Rights and Responsibilities

You have the right to:

- Request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.

- Request erasure of your data. This enables you to ask us to delete or remove your data under certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to processing of your data where we are processing it to meet our legitimate interests.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to another party, subject to the conditions of applicable data portability law.

Depending on your request and its nature, we may not be able to execute what you have asked. For example, when we have a statutory or contractual requirement to process your data and it would be impossible for us to fulfill those legal requirements should we stop processing.

When you have given consent for a certain type of processing, you can withdraw the consent at any time. When you withdraw consent, we will stop the processing concerned as soon as possible, however, withdrawing consent does not invalidate prior processing of the information.

Keeping your information up-to-date

It is important that the data we hold about you be accurate and current. Please keep us informed of any changes after you submit your application.

X. Who to Contact and How to Complain

If you want to exercise any of the rights above or you are unsatisfied with how we have processed your information, please contact the AUP Data Protection Oversight Committee at dataprotection@aup.edu. We will treat your request as soon as we can and may keep records of your communications with us to ensure we can resolve your request.

If you remain unsatisfied, you may lodge a complaint with the French *Commission Nationale de l'Informatique et des Libertés* (CNIL).

XI. Changes to this Policy

This policy was last updated 24 June 2019. It is reviewed when necessary and at least once per year. Any changes will be published here and we will inform you of any substantive changes. Occasionally, we may also alert you in other ways about the processing of your data.