

### **Privacy Policy for RUNI's Administrative Staff and Faculty Applicants**

Reichman University (“**RUNI**”, “**we**”) is committed to handling personal data in a fair and transparent way. This Privacy Policy applies to RUNI’s administrative staff and faculty applicants, as RUNI is required to collect information to be able to conduct an eligibility assessment and complete the application process for employment opportunity offered at RUNI (“**services**”).

This Privacy Policy describes how RUNI collects and processes information about RUNI’s administrative staff and faculty applicants (“**user**”, “**you**”) when such are using our website (the “**Website**”) and services. Other related websites, for example, those operated by divisions, faculties, departments or other units may carry their own privacy policy or provide additional information relating to their activities, which will supersede or supplement this Privacy Policy.

Our Privacy Policy explains:

- What information we collect and why we collect it.
- How we use that information.
- Your rights with regard to the collection of such information.

By using our Website and services, you agree to this Privacy Policy.

### **Collecting Information**

Please note that the scope of this Privacy Policy is limited only to information collected by RUNI through your use of its Website and services. Some information may be automatically collected, and some is collected when you interact with our Website or use our services. The type of information that may be automatically collected is non-personal information, collected on the Website, which includes your session durations, the content you accessed on the Website, the frequency and scope of your use of the Website and information about your computer and internet connection including the operating system you use and browser type.

Information from which you can be personally identified may also be collected (“**Personal Information**”). We collect and use such Personal Information for a range of different purposes according to different legal bases of processing. We will elaborate on the manner in which we collect your Personal Information, the types of Personal Information we collect when you use our Website or services as well as the legal bases which supports our collection and use of your Personal Information.

### **How We Collect your Personal Information**

We may collect Personal Information from or about you in a number of ways, such as:

- From the information you voluntarily provide to us when you first express an interest in employment at RUNI;
- When you voluntarily apply for employment at RUNI and complete other hiring related processes and procedures;
- When you voluntarily communicate with us in person, by telephone, email, or via our Website;
- From third party entities, such as your previous or current employer, business and personal references, educational references as well as other third-party individuals or entities that may provide information about you;

- Information collected through disciplinary and grievance procedures; and
- Information collected through interviews, surveys and feedback mechanisms.

### **The Type of Personal Information Collected**

In order to carry out our activities and obligations as your future employer, we may collect, store, and process the following categories and types of Personal Information for the purpose of the assessment of your eligibility process and for administering our future employment relationship with you. The information we collect about you may include:

- Contact Information: such as your name, title, addresses, telephone numbers, and personal email addresses.
- Biographical Information: date of birth, gender, marital status and dependents, education, training and employment history (places attended or worked), dates of study and examination results, nationality, country of domicile.
- Administrative Information: such as enquiry and correspondence records, application records (resume, references, assessments, interview notes and offer letters), driving license and ID.
- Compliance Documents: such as copies of passports, visas and any other documents required for compliance with different legal obligations.
- Sensitive Personal Information: such as racial or ethnic origin, religious beliefs, union membership, data concerning health (including disability), relevant data relating to criminal convictions and offences.
- Performance and Development Information: such as personal development records, training records, professional memberships, disciplinary records, disputes or disciplinary proceedings, including their investigations and outcomes.

### **The Purposes for which your Personal Information is processed**

We process your Personal Information for a number of purposes arising from your application process such as to:

- Recruit and/or hire you as an employee at RUNI: this may include maintaining employment records and assessing eligibility for employment.
- Provide support of our core services, including: providing applicants support services, monitoring of equal opportunities, ensuring employee safety and security.
- Administer finances: such as payroll, supplemental pension schemes, health and other insurance information, etc.
- Provide other administrative functions: maintaining a directory of employment applicants and services, carrying out audits (i.e. to ensure compliance with our regulatory and legal obligations), promoting our services (e.g. providing information about events happening on and off campus), preventing and detecting crime.

### **Legal Bases for Processing**

The processing of your Personal Information is conducted according to different legal bases of processing as described below:

### 1. Performance of a contract with you

We may process your personal information because it is necessary for the execution of a contract with you, or in order to take steps prior to entering into an employment contract with you. In this respect, we may use your Personal Information to:

- Interact with you before you are employed at RUNI, as part of the hiring process (e.g. to send you information or answer your inquiries about available positions).
- Assessing qualifications for a particular job we offer.
- Maintaining our academic partnerships and enabling outsourced academic opportunities.
- Provide you with the services as set out in any of our employee/faculty policies.
- Address any concerns or feedback you may have.
- Facilitate any other contractual purpose for which you provide us with your Personal Information.

### 2. RUNI's legitimate interest

We process your Personal Information in order to meet our legitimate interests relating to the governance, management and operation of RUNI. Examples include, but are not limited to, the following activities:

#### Providing you with information that you may find an interest in

- We will send you communications relating job opportunities offered by or through us.
- We will send you information regarding RUNI's activities and events organized for applicants of administrative staff and faculty.

#### Improving and developing RUNI's services and Website

- Monitoring and evaluating the performance and effectiveness of RUNI.
- Maintain and improving the academic, corporate, financial, and human resource management of RUNI.
- Promoting equality and diversity throughout RUNI.
- Improving and developing our services and understanding feedback on RUNI's Website.
- Conducting an ongoing review and improvement of the information provided on our Website to ensure it is user friendly.
- Improving the management and administration of RUNI and maintaining compliancy with our internal policies and procedures.
- Conducting surveys and research, test features in development, and analyze the information we have to evaluate and improve our Website and services.

#### Maintain a secured environment

- Verifying and authenticating your identity and prevent unauthorized or illegal activity.
- Enhancing the safety and security of our Website and RUNI facilities.
- Conducting security investigations and risk assessments.
- Preventing or taking action against activities that are, or may be, in breach of our Terms of Use or applicable law.

### 3. Where We Have Your Consent

There may be situations where we ask for your consent to process your Personal Information e.g. where we ask you to volunteer information about yourself by taking part in a survey, or where we ask for your permission to share your Personal Information.

### 4. Comply with Applicable Laws

We may process your information if we have a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary for RUNI to comply with a legal obligation and any applicable law. This may include:

- Complying with any applicable law, governmental agency or governmental request, regulation or legal process.
- Enforcing our Terms of Use, including investigation of potential violations.
- Detecting, preventing, or otherwise addressing fraud, security, or technical issues.
- Protecting against harm to the rights, property or safety of RUNI, our users, or the public as required or permitted by any applicable law.

### **Disclosure of Information and Transfer of Data**

Except as otherwise provided in this Privacy Policy, we reasonably attempt to ensure that we never intentionally disclose any of your Personal Information, to any third party without having received your permission, except as provided for herein or otherwise as permitted or required under law. In order to perform our contractual and other legal responsibilities or purposes, we may, from time to time need to share your Personal Information with third parties. Such third parties may include professional and regulatory bodies in relation to the confirmation of your credentials, qualifications and professional background and conduct.

We may as well share your Personal Information with our affiliates, subsidiaries or any third party service providers and individuals to facilitate our services or any portion thereof, such as marketing, data management or maintenance services. We may also share your information with analytics service providers for analytics services. Such analytics service providers set their own cookies or other identifiers on your computer, through which they can collect information about your usage of our Website. This helps us compile aggregated statistics about the effectiveness of our Website and services.

The above mentioned third parties may be located in countries other than your own, and we may send them information we receive. When such third party service providers process your Personal Information on our behalf, we will assure that they comply with obligations similar to those which are set forth in this Privacy Policy. We will also assure that they will abide by our data privacy and security requirements, and will be allowed to use the Personal Information solely for the purposes we set. We will transfer your Personal Information while using appropriate and suitable safeguards, while using a variety of legal mechanisms, including contracts, to ensure your rights and protections travel with your data.

We may also transfer your information, including Personal Information, in connection with a corporate merger, consolidation, the sale of related assets or corporate division or other fundamental corporate changes. Furthermore, information about you may also be released in order to comply with any valid legal obligation or inquiry or process such as a search warrant, subpoena, statute or court order. We will also release specific information in special cases, such as if you use the Website to perform an unlawful act or omission or take any act or omission that may damage

RUNI, its property and goodwill, or if there is an attempted breach of the security of the Website or a physical or property threat to you or others. The authority supervising such activities is the Israeli Privacy Protection Authority, and you have the right to file a complaint to it or any other relevant supervisory authority.

### **Your Rights**

You have the right at any time to request to access and modify your information. To exercise these options, please contact us **cv@RUNI.ac.il**.

In some jurisdictions, in particular those located within the European Union (the "EU") or within the European Economic Area (the "EEA"), you may be afforded specific rights regarding your Personal Information. Subject to such eligibility, you may have the following rights to:

1. Request a rectification of your Personal Information where the information we hold about you is incorrect or incomplete.
2. Object to the processing of your Personal Information for direct marketing purposes.
3. Object to the processing of your Personal Information where our legal basis for that processing is that such processing is necessary for our legitimate interests.
4. Object to an automated decision-making (including profiling) in certain circumstances.
5. Request the erasure of your Personal Information in certain circumstances, such as where processing is no longer necessary for the purpose it was originally collected for, and there is no compelling reason for us to continue to process or store it;
6. Receive your Personal Information, or ask us to transfer it to another organization that you have provided to us, which we process by automated means, where our processing is either based on your consent or is necessary for the performance of a contract with you.

Generally, with regard to information collected on our Website and through our Services, RUNI is a "Data Controller". Therefore, if you wish to exercise the above mentioned rights, please contact us, and we will make our best efforts to fulfill your request.

If you wish to file a request regarding any of the above, you may contact us at: **cv@RUNI.ac.il**.

### **Cookies**

We may use "cookies" and/or other technologies or files (collectively, "**cookies**") to identify how visitors make use of this Website. This aggregated tracking information may be used to help us improve and enhance the Website experience for all of our visitors. In addition, cookies are used for adjusting the Website to your personal preferences. Cookies contain information such as the pages you visited, the length of time you stayed on the Website, the location from which you accessed the Website and more. If you would prefer not to have cookies stored on your computer, you may modify your browser settings to reject most cookies, or manually remove cookies that have been placed on your computer. However, by rejecting the cookies, you may be unable to fully access the offerings on this Website. To find out more about cookies, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **Opt In or Opt Out**

You are always in control of your data, and if you choose to receive information from us, you can change your mind later. If, at any time, you would like to stop receiving such information or opt out of a feature, you may notify us by writing to **cv@RUNI.ac.il**. You should be aware, however,

that it is not always possible to completely remove or modify information in our databases and servers, although we will always make reasonable efforts to do so upon your request.

### **Links to Other Websites**

This Website may provide links to other websites. Please be aware that these other websites are not covered by our Privacy Policy. This Privacy Policy does not cover the information practices exercised by other providers of products or services, advertisers or other websites, companies or individuals, which are not owned or controlled by RUNI. We suggest that when linking to another website, you always read that website's privacy policy before volunteering any personally identifiable information.

### **Data Security**

We deploy industry standard, or better measures to ensure the security, confidentiality, integrity and availability of personal data we process. We maintain physical, technical and administrative safeguards, and test and update these periodically. We endeavor to restrict access to Personal Information on a 'need to know' basis for the provision of services to you. In the event of a security breach, we will take all reasonable action to minimize any harm. Although we will do our best to protect Personal Information, we cannot guarantee the security of data transmitted to our site or to group companies, and transmission is at the users own risk.

### **Data Retention**

Generally, RUNI does not retain information longer than necessary to provide its services and for its reasonable business and lawful needs. If you withdraw your consent to us processing your data, we will erase your Personal Information from our systems, unless the data is required for RUNI to establish, exercise or defend against legal claims or it is necessary for the performance of the requested services.

### **Children's Privacy**

The service is not intended for children under the age of 16. We do not, knowingly or intentionally, collect information about children who are under 16 years of age.

**IF YOU ARE UNDER THE AGE OF 16 YOU MAY NOT USE THE SERVICE, UNLESS PARENTAL CONSENT IS PROVIDED ACCORDINGLY**

### **Questions Regarding Our Privacy Policy**

If you have any questions regarding this Privacy Policy or the practices described above, you are always welcome to contact us at [cv@RUNI.ac.il](mailto:cv@RUNI.ac.il).

### **Revisions and Modifications to our Privacy Policy**

We reserve the right to revise, amend, or modify this Privacy Policy at any time. When changing the policy, we will update this posting accordingly. Please review this Privacy Policy often so that you will remain updated regarding our current policies.

**Governing Law and Jurisdiction**

This Privacy Policy will be governed and interpreted pursuant to the laws of the State of Israel without giving effect to its choice of law rules. You expressly agree that the exclusive jurisdiction for any claim or action arising out of or relating to this Privacy Policy shall be to the competent courts in Tel Aviv, Israel, to the exclusion of any other jurisdiction.

This page was updated on December 2022.