



Privacy statements for applicants

This privacy statement concerns the processing of personal data of applicants who apply to vacancies in the Netherlands of Den Hartogh Logistics, hereinafter: **We**. As part of the application procedure, we need details about you that we process.

We respect the privacy of our applicants and treat your personal data carefully and confidentially. In doing so, we comply with the current legislation and requirements in the international General Data Protection Regulation.

We do not collect more information than necessary; we use this data only for the application procedure at Den Hartogh; we save this data not longer than necessary and as permitted by law; we limit the access to the data; we do not supply this data to third parties unless we are legally obliged to do so; we strive to set up our settings and functions as privacy-friendly as possible.

This privacy statement is to inform you about how we process your personal data.

Who is responsible for processing your personal data?

Den Hartogh Holding BV is responsible for determining the purpose and the means for processing your personal data. This privacy statement applies to the following company divisions of Den Hartogh Holding BV: Den Hartogh Shared Services BV, Den Hartogh Liquid Logistics BV and Den Hartogh Trucking BV.

Which data do we acquire and from which sources?

Den Hartogh Logistics processes personal data from applicants (internal and external applicants). Applicants may apply to us directly, via a recruitment mail address or via a vacancy on our website. Applicants can also apply via temp or recruitment agencies and selection agencies. We ask agencies to submit the applicants via our recruitment mail address. In some cases we examine the applicant's data via the business Social Media (for example, LinkedIn) or by phoning the references provided by the applicant.

For which purposes do we process personal data and what is the legal basis for this?

We process the personal data of applicants for various purposes. The various purposes are further explained below. Not every one of our purposes or objectives applies to you. If the objective does not apply to you, then the personal data related to that objective is not processed. We process for the purpose of:

- Assessing the suitability for a particular function, position or assignment. For that purpose we process the following personal data: CV, motivation letter, name, address, city, telephone number, e-mail address, education data and a Certificate of Good Conduct. Depending on the type of function, we might also process the results of assessments and medical examinations.
- Corresponding with the applicants. For this purpose we process the following personal data: name, telephone number, e-mail address and contact data on LinkedIn.



- Carrying out assessments or examinations (also medical). For this purpose we process the following personal data: Name, telephone number, e-mail address, CV, motivation letter, education data and the results of assessments or examinations (also medical).

The processing of the aforementioned personal data is necessary for achieving the aforementioned purposes. The legal basis for processing the aforementioned personal data is laid down in the General Data Protection Regulation (GDPR) principle: promotion of justified interests and formulating an employment contract. The legal basis for processing personal data for examinations (including medical) are laid down in the General Data Protection Regulation (GDPR) principle: legal obligation.

Who receives and processes your personal data?

For processing your personal data, we use people within our own organisation, but people from an external organisation may also be involved in this process.

The following people from our organisation are involved:

- The HR contact person responsible for filling the vacancy
- The Hiring Manager responsible for the department that has a vacancy
- Employees, who alongside the Hiring Manager and HR contact person, participate in the selection interviews. These are usually managers of the Hiring Manager and HR contact person or direct colleagues from the team of Hiring Manager and HR contact person.
- Employees from the HR department who are involved in drafting the proposal for employment conditions and employment contract.

The following people from external organisations are involved:

- For the medical examination, our external medical officer is involved.
- For the assessment, the employees of an assessment agency are involved.

How is your personal data protected?

We take appropriate organisational and technical measures to prevent misuse, loss, unauthorised access, undesired disclosure, unlawful changes or any other type of illegal processing.

We safeguard that parties, who we commission to process your personal data, take appropriate organisational and technical measures and that they comply with legal privacy requirements.

If in spite of the security measures, there is evidence of a security incident that might have adverse consequences for your privacy, we shall inform you as rapidly as possible regarding this incident, the measures that we have taken to limit the consequences and to prevent its repetition in the future.

What are your rights as an applicant and how can you exercise these rights?

Based on the current privacy law (GDPR) an applicant has the following rights:

- Right to inspect your personal data;



- Right to enhance/supplement your personal data;
- Right to remove your personal data;
- Right to limit the processing of your personal data;
- Right to transfer your personal data;
- Right to object to the processing of your personal data.

Should you want to use one of these rights, you may submit a written request via the following e-mail address: gdpr@denhartogh.com. To make sure that the person who sends the request is the actual individual, we kindly ask that you also send a copy of your ID in which you conceal your card photo and Citizen Service Number.

Following the receipt of a request, we carry out an evaluation of interests and an assessment to see whether we can meet the request and are allowed to do so. We try to send you a reaction to your request within maximum four weeks.

If you have not received a timely answer to your request or your request was rejected, you can lodge an objection via gdpr@denhartogh.com. Furthermore, you have the right to file a complaint with the Dutch Data Protection Authority.

How long are your personal data retained?

We retain your personal data not longer than necessary for meeting the purposes for which we obtain the data, unless the data must be saved longer due to legal obligations.

If you are not accepted or you decide to withdraw your application, your CV, motivation letter and any other personal data at our disposal are destroyed within maximum four week, unless you have given us permission following our request to keep the file with your data for maximum one year. At the end of one year, we might ask your permission to continue keeping the file for another year. If you do not consent, then we shall destroy your personal data.

Changes

We reserve the right to revise this Privacy Statement unilaterally. We shall notify you properly about any possible revisions

Contact / questions

If you have questions about this Privacy Statement, please contact gdpr@denhartogh.com.