



Privacy Statement for job applicants

Who is this privacy statement for?

This privacy statement concerns the processing of personal data of job applicants of Den Hartogh Holding BV, hereafter referred to as "we". We respect the privacy of our job applicants and therefore handle your personal data with care. We adhere to the requirements of the General Data Protection Regulation (GDPR). In this Privacy Statement, we inform you about how we may process your personal data.

This document applies to our Careers website available at <https://careers.denhartogh.com/> and shall supersede and replace all prior agreements, promises, and understandings as set out in the 'Privacy Statement for general use', which can be found on our global website at <https://www.denhartogh.com/>

Who is responsible for the processing of your personal data?

Den Hartogh is responsible for determining the purpose and means of processing your personal data. Den Hartogh has branches in several countries. It may happen that your personal data is actually forwarded to another department or location of Den Hartogh.

For what purposes do we process which personal data?

We process personal data of job applicants for various purposes, which are explained below. Not all of these processing purposes will apply to you. If a processing purpose and/or part thereof does not apply to you, the personal data mentioned below will not be processed for that purpose. For all purposes, name, address, place of residence, email address, and telephone number may be processed. For each purpose, it is specified which personal data can be processed by us:

Purpose: to assess suitability for a specific job, position, or assignment

Personal data that may be processed: nationality, date and place of birth, gender, marital status, curriculum vitae (CV), motivation letter, education data, results of assessments, copy of references, (copy of) passport photo.

Purpose: for other recruitment and selection purposes (including corresponding with job applicants, administering tests or (medical) examinations).

Personal data that may be processed: nationality, date and place of birth, gender, marital status, CV, motivation letter, education data, results of assessments, copy of references, (copy of) passport photo.

Purpose: to comply with applicable laws and regulations.

For example, providing data to the UWV if you use a benefit.

Personal data that may be processed: That will depend on the specific laws and regulations that need to be complied with, but will generally include at least your name, address, place of residence, and telephone number.

How are your personal data collected?

Your personal data is obtained in various ways:



General

- By providing the personal data yourself;
- Through intermediaries providing the personal data;
- In addition, Den Hartogh may record additional personal data that has been collected through contact with you, referees or other sources.

Digital

- Through the use of the Den Hartogh website(s) and the cookies placed thereon;
- Cookies stored on your computer or mobile device when you visit our websites.

Cookie declaration.

Learn more about use cookies personalize content and ads, to provide social media features and to analyze our traffic in our Cookie declaration document separately available via our global website at <https://www.denhartogh.com/>.

How are your personal data secured?

To protect your personal data as well as possible, we take appropriate organizational and technical measures to prevent misuse, loss, unauthorized access, unwanted disclosure, unauthorized modification, or any other unlawful processing. Our employees who have access to your personal data are bound by a confidentiality clause from legislation or imposed by our organization. These employees only have access to your personal data if it is necessary for the exercise of their function. We conclude a processor agreement/share agreement with third parties who process your personal data on our behalf to ensure an adequate level of security and confidentiality.

What rights do you have and how can you exercise them?

The GDPR (General Data Protection Regulation) gives individuals various rights to safeguard their privacy. This also applies to you as a job applicant. You have the following rights:

- Right to access your personal data;
- Right to rectify or complete your personal data;
- Right to erasure of your personal data;
- Right to restriction of processing of your personal data;
- Right to data portability of your personal data;
- Right to object to the processing of your personal data.

You can submit a written request to exercise one or more of the above rights to People & Culture, reachable via recruitment@denhartogh.com.

When we receive a request, depending on the nature of the request, we will first conduct a balancing test and evaluate whether we can and may comply with the request. Then, we will send you a suitable response. If you have not received a response to your request in a timely manner or if your request has been rejected, you can appeal to the GDPR department, reachable via gdpr@denhartogh.com.

In addition, you always have the right to object to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) or to initiate legal proceedings (<https://autoriteitpersoonsgegevens.nl/>).



Disclosure of personal data to third parties

Den Hartogh will not share your personal data with third parties unless you have given permission for this. Except if it has been announced beforehand that an assessment(s) will be used in the application process. In that case, it will be necessary to share your personal data (name, address, and date of birth) with the company that conducts the assessment.

How long will my personal data be retained?

We do not retain your personal data for longer than necessary for the purposes for which the data was obtained, unless we are legally obliged to keep data longer. After the application procedure, your data will be kept for a maximum of 4 weeks. You can give consent to keep your data longer for potential future job vacancies, up to a maximum of 365 days. 30 days before the end date of 335 days you will receive a request per mail to extend the term again with 365 days.

Changes

We reserve the right to unilaterally modify this Privacy Statement. We will inform you about any changes in an appropriate manner.

This Privacy Statement was updated on September 26th, 2023.

Contact / Questions

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