



Recruitment Privacy Statement

1. Why do we have this Privacy Statement?

When you (the “Candidate” or “you”) apply for a vacancy, you provide personal data to Mollie (“we” or “us”). Via this Privacy Statement we want to inform you about our processing of your personal data. We greatly respect your privacy and are committed to protecting it. We also aim to be transparent with you by providing clear information about the personal data processed by us, the purposes thereof, the retention periods, your rights and more.

This statement is only applicable to Candidates that apply for a job with Mollie. If you wish to learn more about Mollie’s stance on privacy when you are a customer, consumer or business partner, we gladly refer you to our [General Privacy Statement](#). If you have any questions about this Recruitment Privacy Statement or if you would like to give us feedback, please contact us at privacy@mollie.com.

2. What personal data do we process?

When you apply for a specific position through our Website, you will provide your information. For instance, you will provide us with:

- Full name
- Telephone number
- Email address
- City
- Country
- LinkedIn profile
- Résumé
- Motivation

Since you provide us with your resume, we will naturally process the personal data that you include on your resume as well. In addition to above mentioned data, your resume may include the following information:

- Date and place of birth
- Gender
- Nationality
- Education
- Experience
- Photo and/or video;

If we decide to invite you for an interview, we may also process data you provide us with during the interview:

- Salary expectations and/or current salary
- Notes from the interview process (such notes may, among other things, include preferences and information about your lifestyle such as your hobbies, motivations and interests and our assessment of you as a Candidate)
- Online assessments or test assignments results
- URL links to social media content

When you're officially hired (welcome to the Mollie family!), we are by law required to perform a background check on you, which means that we will process the following data as part of the background checks:

- First name(s) and surname(s) and date of birth;
- Address and contact details;
- A copy of a valid Identity Document;
- A complete resume;
- Copies of diplomas and/or certifications;
- References;
- An integrity statement; and
- A certificate of good conduct (VOG)(NL-Based employees);

We don't want to process data about you that is not required for our recruitment purposes, but you may provide us voluntarily with additional information if you want to. The Website will allow you to upload attachments to your application, and you can connect with your social media profile (LinkedIn, Facebook, Twitter) during your application. By doing so, data from your social media profiles and the attachments will be processed as well.

If you chose to also support our Diversity, Equity and Inclusion agenda by submitting data through the **voluntary** self identification survey, we ask questions that include the following information r

- Gender

- Ethnicity
- Sexual Orientation
- Disability
- Neurodiversity

This information is stored **separately** from your application and is **anonymised**. This means we are unable to link your answers to this survey to you as an individual and therefore it is not considered personal data.

3. Why do we process your personal data?

Your personal data (whether required or voluntarily provided to us) will only be processed for recruitment purposes, and it will allow us to evaluate if you are the right fit for the position and to fulfill our legal obligations by ensuring a proper selection, screening and administration of our (future) employees. Of course we also want to communicate our findings with you, so, for instance, we will call you to invite you for an interview, to follow-up on an interview or to make you an offer you can't refuse.

If we want to process your personal data for other purposes than mentioned above, we will ask for your consent, if required. For example, if we think you are a suitable candidate for our Talent Pool, we will ask you if we can add your information to our pool, so we can contact you if we have another position for you.

4. Do we share your personal data?

Access to your personal data within Mollie

Within Mollie we will also restrict access to your personal data. In principle, only those who are involved in the hiring process (recruiters, HR, team/management members that will be interviewing you, etc) can have access to your personal data and only for recruitment purposes.

Access to your personal data outside of Mollie

Mollie may share your personal data with third parties for recruitment purposes or if we are legally obliged to do so.

When a third party processes your personal data solely following our instructions, it acts as a data processor. We enter into an agreement with such a data processor concerning the processing of personal data. In this agreement we include, at a minimum, obligations to safeguard that your personal data are solely provided to the data processor to provide services to us and that your data are not used for any other purposes.

If your personal data are transferred to a third party in a country that does not provide an adequate level of protection of personal data, Mollie will take measures to ensure that your personal data are adequately protected. In other cases, your personal data will not be supplied to third parties, except when required by law or when you have provided your consent.

5. What is the legal basis for the processing?

We process your personal data to enter into an agreement with you, to fulfill legal obligations and based on legitimate interests, namely for recruitment purposes.. Basically it comes down to the fact that we cannot evaluate whether you are the right fit for our company without asking you for certain information or performing certain checks (such as the background checks). We will always make sure that we don't process data that we don't necessarily need or want for recruitment purposes or for legal obligations. If we want to process your data for other purposes, we will always ask your consent where legally required.

6. How long do we keep your personal data?

We will not keep your data longer than necessary for recruitment purposes or legally obliged. For applicants that are rejected, this means that we will not keep your data for longer than four (4) weeks after rejection, unless you give us your consent to retain your data for a longer period of time (for instance, if you want to enter our Talent Pool). In this case, your data will be kept for a maximum of one (1) year after you have provided us with your consent. Of course you can ask us to delete or rectify your data any time you want.

For applicants that are hired, this means that the information you provided to us during the recruitment process that we will need to register of you as an employee (such as your contact information) will be transferred to your personnel file.

7. How do we protect your personal data?

The protection of your personal data is very important to Mollie. Mollie has therefore taken various technical and organisational security measures to protect your data and to comply with applicable laws and regulations. Mollie uses, for example, network segmentation, techniques such as firewalls, anti-DDoS systems and file integrity monitoring, strong (two-factor) authentication, encrypted transfer of information, monitoring and alerting, and industry best practices for adequate encryption and system configuration.

Furthermore, organisational measures include role separation, least-privilege principles, personnel screening, strict procedures for managing adjustments, incidents, vulnerabilities and suppliers, and continuous training of our staff. The functionality of our security measures is tested periodically.

8. What rights do you have?

You have the right to access, correct, erase, restrict, transfer, or object to the personal data that Mollie processes, unless Mollie cannot execute these rights based on a legal obligation or whenever exceptions apply.

You can send your request to exercise your privacy right(s) to privacy@mollie.com. If we are not capable of verifying it is you directly, Mollie may ask you to provide some additional information to prove that you are actually who you say you are. Mollie will then respond to your request as soon as possible, but in any case within one month after receipt, unless the request is of such excessive nature that we may extend that period with another 2 months.

If you believe that Mollie has used your personal data unlawfully or if you are not satisfied with Mollie's response to your question or request, you have the right to file a complaint with the relevant Data Protection Authority (in the Netherlands, this is the Autoriteit Persoonsgegevens). More information about your complaint possibilities can be found [here](#).

9. Data Protection Officer

Mollie has appointed a Data Protection Officer (DPO). Among other things, the DPO is responsible for supervising and monitoring the processing of personal data by Mollie, taking stock of data processing activities and advising and training our employees on the responsible use of personal data. The DPO is registered with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

If, in spite of the above, you suspect that your data is not properly handled, secured, has been misused or if you believe that Mollie does not adequately handle your personal data, please reach out to our DPO via dpo@mollie.com.

Amsterdam, May 2022