

vandebon

Privacy Statement for applicants

Introduction

This Privacy Statement is meant for applicants of Vandebbron, and it outlines how we, at Vandebbron, in our role as potential employer, handle the personal data of our applicants: your personal data.

Please note that Vandebbron greatly values your privacy, and that we do our utmost to ensure that your personal data is protected.

This means that *the data controller* of your personal data is:

Vandebbron Energie B.V.
Grote Bickersstraat 2
1013 KS Amsterdam

1. What personal data does Vandebbron process about you?

Vandebbron processes various personal data of you within the context of your application for a job. Please note that, as we have also mentioned on our werkenbij-website, you do not have to provide us with information about your health, race/nationality and/or religion, and you may also leave out your social security number and passport photo in your application documentation.

Depending on the job you're applying for, and the information you provide to us yourself (for example in your CV), this may include the following personal data:

- Name
- Address
- E-mail address
- Telephone number
- Age
- Date, place and country of birth
- Nationality
- Gender
- Photo
- Brief motivation / What motivates you in work and life
- Cover letter
- CV / Resume
- Additional information from your CV, such as education information, language skills and other skills
- Our correspondence with you
- Your availability for the application procedure
- Contents of case / assessment
- Personality questionnaires (Motivational Questionnaire & Occupation Personality Questionnaire)
- Social media accounts (LinkedIn-profile)
- Current job title and employer
- Link to personal website / portfolio
- Consent yes/no for retention of personal data for 12 months in Recruitee
- GDPR status
- Duration of retention in Recruitee
- Original job description
- Date of application

- Our notes during application procedure
- Evaluation of application procedure (4 options)
- Phase: employed yes/no
- Reason for job offer yes/no
- Salary negotiations (incl. indication and final offer)
- Recap of proposed details for employment contract

If you are wondering what personal data we process in your individual case, you may ask for more information. Please see paragraph 7 of this Privacy Statement.

2. Why does Vandebtron process your personal data?

Vandebtron may only process personal data if the personal data is collected for specified, explicit and legitimate purposes. Below, you will find an overview of the purposes for which Vandebtron uses your personal data.

Conducting the application procedure

This covers just about everything that enables Vandebtron to conduct the application procedure with you. This may include the following:

- recruiting candidates for open job descriptions;
- getting in touch with you to schedule an interview;
- assessing if you are the right candidate for us and if we are the right employer for you;
- making you a job offer.

Security

Vandebtron highly values security. That is why Vandebtron secures its premises, assets and employees with cameras. It might be that your personal data is processed if you visit Vandebtron for an interview. Vandebtron has a legitimate interest in doing so and the invasion of your privacy is kept to a minimum. So, for example, the cameras are not placed in or near the restrooms. Additionally, Vandebtron will only consult the camera footage in case of a suspicious situation. The camera footage will not be used to monitor your interview, and only a few appointed people have access to the footage. You can always object to the processing of personal data based on your specific situation. If you want to object, please report this to the Privacy Officer (PO): privacy@vandebtron.nl.

3. The legal grounds for processing your personal data

Vandebtron may only process your personal data if there is a legal basis for doing so. Vandebtron will only process your personal data on the following legal grounds:

- Vandebtron may need personal data because it has a **legitimate interest** in doing so. In that case, Vandebtron has weighed its business interest against your right of privacy;
- Vandebtron may also process your personal data if Vandebtron has obtained your **consent** to do so. Vandebtron only does this when you have genuine freedom of choice and there are no negative consequences if you do not give your consent.

4. How long does Vandebtron store your personal data?

In principle, Vandebtron stores your personal data for the duration of the application procedure and deletes your personal data no later than 365 days after termination of the application procedure.

Your personal data might also be stored for a longer period of time if we have decided to hire you (it will become part of your employment data).

In any case, you have the right to request for deletion of your personal data. In that case, your personal data will be deleted within 14 days after your request.

If you have any questions about the duration of storage of your personal data in particular, please get in touch with the Privacy Officer (PO) at privacy@vandebron.nl.

5. Who are the recipients of your personal data?

Depending on the job you are applying for or have applied for, your personal data might be disclosed to the following parties:

- Service providers (e.g. IT tools or third parties) that support us in our P&C activities, such as Recruitee, Calendly, Google Workspace and Assessio.
- Third parties we work with to recruit new candidates, such as Randstad, Young Capital, Studentflex and Jopp.

If legally required, Vandebron has concluded relevant data protection agreements with these parties. Such an agreement stipulates what the parties may do with your personal data and that they are required to adequately secure your personal data.

The companies or institutions to which Vandebron transfers your personal data may be located outside the European Economic Area (EEA). Vandebron ensures that it only transfers your personal data to companies or institutions outside the EEA if there is an appropriate level of security protection.

6. What security measures are in place?

Personal data security is very important to Vandebron, which is why Vandebron ensures that your personal data is properly secured. Vandebron constantly updates the security and pays close attention to any possible risks.

If something goes wrong, personal data is lost or made public, or if there are any doubts about the level of security, please report this to the Privacy Officer (PO) within Vandebron: privacy@vandebron.nl. The PO will likely forward your report to the Information Security Officer (ISO) of Vandebron. Vandebron can then initiate the right course of action.

7. What privacy rights do you have?

All data subjects have the same privacy rights. This means that as an applicant you have certain rights, just like Vandebron customers and website visitors. If you have any questions or would like to know what personal data Vandebron has about you, you can always contact the Privacy Officer (PO) via privacy@vandebron.nl.

You may exercise the following rights:

- Right of **access**: the right to access the personal data Vandebron processes about you.
- Right to **rectification**: the right to correct or supplement the personal data Vandebron processes about you, e.g. if they are incorrect or incomplete.

- Right to **object**: you have the right to object to the processing of your personal data in some cases, e.g. when the processing of your personal data is based on legitimate interest.
- Right of **erasure**: you may request Vandebron to erase your personal data.
- Right to **data portability**: you have the right to request for the personal data Vandebron processes about you, e.g. your application to be transferred in a digitally readable standard format to a third party.
- Right to **restriction** of processing: in some cases, you are entitled to request that Vandebron limits the processing of your personal data (temporarily or otherwise), which means Vandebron will process less of your data.
- You have the option to **withdraw consent** when Vandebron processes personal data based on consent.

Vandebron's general response time is 30 days. However, this time frame may be extended depending on the complexity of the request and the number of requests. Should Vandebron need to extend this period, Vandebron will inform you within the first 30 days, and may eventually take up to 90 days in total to respond to your request.

Vandebron may not always be able to comply with your request; for example, in the event you request the deletion of your personal data and Vandebron is legally obligated to retain your personal data for a number of years. Vandebron may also have serious interests in not complying (in full) with your request. Should this be the case, Vandebron will inform you about this.

8. Where can you file a complaint?

We hope, of course, that you will contact us first in case you have any questions or complaints about the processing of your personal data. In such a situation, please contact the Data Protection Officer (DPO) at dpo@vandebron.nl.

You also have the right to file a complaint with the [Dutch Data Protection Authority](#) (Autoriteit Persoonsgegevens).

9. Contact details

If you have any questions about this Privacy Statement for applicants or the use of your personal data by Vandebron, please contact the Privacy Officer (PO) at privacy@vandebron.nl.

Vandebron Energie B.V.
Grote Bickersstraat 2
1013 KS Amsterdam
The Netherlands

Chamber of Commerce: 59394218