

## **PRIVACY STATEMENT VISCON GROUP – JOB APPLICANTS**

### **GENERAL**

**Visser 's-Gravendeel Holding B.V. (“Viscon Group”, “we”, “our”)** and affiliated companies attaches great value to the privacy of job applicants. In this privacy statement for job applicants, we wish to be clear and transparent about the way we handle your personal data.

### **WHAT RULES APPLY TO THE PROCESSING OF PERSONAL DATA OF JOB APPLICANTS?**

When processing the personal data of job applicants, **Viscon Group** is bound by legislation.

This privacy statement concerns all processing activities of personal data that **Viscon Group** carries out as part of the job application procedure.

### **DEFINITIONS**

- Personal data: data that directly or indirectly provide information about you. Within the framework of the job application process these include: name, address, date of birth, gender, telephone number, email address, CV and motivation.
- Processing: the term ‘processing’ is the collective term for everything the personal data can be used for. It not only refers to collecting the data but also to, for instance, registering, structuring, storing, editing, consulting, forwarding and deleting them.
- Processing responsibility: **Viscon Group** is responsible for the processing of all personal data that are being processed by (order of) **Viscon Group**.

### **PRINCIPLES UNDERLYING AND REASONS FOR THE PROCESSING OF PERSONAL DATA DURING THE JOB APPLICATION PROCESS**

We process your personal data as we need them when you apply for a job with us, e.g. to invite you for an interview. Another reason is that we want to build as complete a profile of you in order to determine your suitability for the vacancy. We can also do this by collecting data from others, e.g. from previous employers (via references supplied by you). Google and social media checks may also be part of the procedure; ensuing outcomes will be shared with you. All of these processes will be conducted as part of the job application procedure. We will not share information about you with third parties, unless we are legally bound to do so or when this is required as part of the application procedure.

## **RETENTION PERIOD PERSONAL DATA**

In general, we will destroy your personal data four weeks after the job application procedure has been concluded. This regards all job application data such as your application letter, CV and assessment data, if any. During the application procedure, we may ask your permission to keep your data for a longer period, up to a maximum of one year. The reason for this is that even though you may not be selected for the job you applied for, we may be able to find you another suitable position within the year.

## **RIGHTS**

The following rights apply to the processing of personal data:

- Right to access and copy: you have the right to access and copy all of the personal data we keep about you.
- Right to rectification: if your data are inaccurate, incomplete or in breach of the law, you have the right to have them rectified.
- Right to erase: you have the right to have your data erased if you object to the processing of these data.
- Right to restrict processing: in specific cases you can request us to restrict the processing of your personal data.

## **WHOM CAN I ADDRESS MY QUESTIONS OR COMPLAINTS TO?**

In case of questions or complaints regarding the processing of personal data, please contact the organisational unit you applied to or contact us via [avg@viscon.eu](mailto:avg@viscon.eu)

This privacy statement was last updated on 15 March 2019.