

Job Applicant Privacy Policy

As part of any recruitment process, Textmetrics collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Personal data that we can process

We collect a range of information about you.

This includes:

- Identification and contact details (eg first and last name, date and place of birth, address, telephone number, e-mail address, titles and gender);
- Data related to professional experience (e.g. career, job performance, employment history and previous employers), including data references in the CV;
- Information related to education (e.g. diplomas, certificates, (foreign) internships and special training);
- Memberships;
- Language skills;
- Any other personal data communicated or provided by the applicant during the application.

We may collect this information in a variety of ways. For example, data might be contained in the online application process, CVs or resumes, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data may be stored in a range of different places, including in your application record, in HR systems and on other IT systems (including email).

For what purpose and on what basis do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, where required by local law we are required to check that you are eligible to work in the country where we are hiring before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment

process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we offer you employment. We will then share your data with your former employers to obtain references for you.

How we protect personal data

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Retention period

If your application for employment is unsuccessful, Textmetrics will hold your data on file for 4 weeks from the date of your original application.

For consideration for future employment opportunities, we will ask for your explicit consent to keep your data for this purpose. At the end of the 12 month period, your data will be erased from our records. You are free to withdraw your consent at any time. Please email support@textmetrics.com to let us know if you wish to withdraw your consent.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to an electronic HR file set up in your name and retained during your employment.

Your rights

You have the right to access, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Textmetrics, and you have the right to data transferability. This means that you can submit a request to us to send the personal data that we have about you in a computer file to you or to another organisation you have mentioned. You can send a request for access, correction, deletion or data transfer of your personal data or for the withdrawal of your consent or objection to the processing of your personal data to support@textmetrics.com.

In order to be sure that the request for inspection has been made by you, we ask you to send us a copy of your identity document with the request. In this copy, make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Social Security number (BSN) in black. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

Do you think we do not act according to the GDPR? Then of course we would like to hear that. You can also submit a complaint about this to the [Dutch Authority of Personal Data \(AP\)](#).

Screening

We would like to inform, that social media screening can be a part of the process.

Automated decision-making

Recruitment processes at Textmetrics are not based solely on automated decision-making.

Amendments

We reserve the right to make changes to this privacy policy. These changes will be announced in a clear and timely manner on this website.

Version number 1.0
20-07-2021