

Applicant privacy policy

Hilverda De Boer B.V. processes the personal data of external and internal applicants. The company regards the careful handling of personal data as extremely important and endeavours to respect the privacy of everyone whose personal data it processes. This privacy policy explains how Hilverda De Boer B.V. treats applicants' personal data.

Controller contact details

Hilverda De Boer B.V. can be regarded as the controller, as defined in the General Data Protection Regulation (GDPR), in respect of the processing of personal data. Hilverda De Boer B.V. is always ready to help you via the following contact information:

Telephone	+31 297 332 500
E-mail	privacy@hilverdadeboer.nl
Postal address	P.O. Box 109 1430 AC Aalsmeer The Netherlands
Visitor address	Cotoneaster 12 1424 LB De Kwakel

Which personal data is processed?

The categories of personal data which we may process include but are not restricted to: your name, address and other contact details, date of birth, sex, photo, work experience, education, references and other personal data which you have actively provided to us by sending your letter of application and CV or which you have communicated to us during your job interview. In some cases we may process personal data which we have obtained from other sources. This may include, for example, personal data obtained via social media.

For what purposes and on what grounds is your data processed?

Hilverda De Boer B.V. processes your personal data in order to decide if you are suitable for the position for which you have applied or another position which may become vacant. It also compares applicants' personal data during the application procedure with the vacancy or vacancies and the qualifications required in order to make a good selection. Hilverda De Boer B.V. may also process personal data in order to contact you to get to know you better. We may, in some cases, screen your profile on social networks and/or make contact with references that you have actively supplied to us. We will only collect and process personal data that is necessary and relevant to the job for which you have applied.

Hilverda De Boer B.V. has a legitimate interest in processing your personal data for the above purposes. The legitimate interest is namely in recruiting personnel that match the position as well as possible.

Hilverda De Boer B.V. may also process your personal data if it is obliged to do so by law, for example, to comply with a court order or a demand from an investigative body.

Finally, Hilverda De Boer B.V. processes personal data if you have given permission for it to do so, for example, when you give us permission to store your application letter and CV for a year in our

database. You have the right to withdraw this consent at any time. The withdrawal of consent does not affect the lawfulness of the processing based on consent before its withdrawal.

Sharing personal data with third parties

Your personal data is forwarded to third parties solely for the purposes and grounds set out in this privacy policy. We may disclose your personal data to the following categories of third party in, but not restricted to, the following cases:

1. a cloud services provider for its storage capacity;
2. an assessment agency if this is a part of the recruitment and selection procedure.

We only provide your personal data to third parties in other cases, and only with your prior permission, if it is necessary to do so to pursue our interests or if we are obliged to do so by law and/or regulations.

Third parties to whom we disclose your personal data are themselves responsible for compliance with privacy legislation. We are not responsible nor liable for the processing of your personal data by these third parties. The situation is different if a third party processes your personal data on our behalf in the capacity of processor, in which case, we will enter into processing agreement with the third party which complies with the rules arising from the GDPR.

Hilverda De Boer B.V. will in principle never forward your personal data to a third country (a country outside of the European Economic Area) or international organisation.

Personal data security

We take appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes to your personal data. We ensure, for example, that strictly those necessary have access to your personal data and that access is protected; that our website is protected by means of information technology techniques (such as firewalls); and that our security measures are regularly checked (by external parties). If you think that your personal data is not protected well enough or if there are signs of misuse, for example, please get in touch with us at privacy@hilverdadeboer.nl.

Retention period

Hilverda De Boer B.V. only retains your personal data for as long as is necessary in order to achieve the purposes for which it was collected or in order to comply with legislation and/or regulations. Hilverda De Boer B.V. stores most personal data in principle for up to four weeks after completion of the application procedure, unless you have given us permission to store your data for longer for any future vacancies, in which case we will store it for a maximum of one year from the date that you give permission. If you are accepted for a position at Hilverda De Boer B.V., then the information about processing personal data as set out in the privacy policy for employees applies from the moment that employment commences.

Your rights

You have the right to consult your personal data and to correct or delete it. You also have the right to restrict or object to the processing of your personal data as well as the right to data transferability. The last point means that you can submit a request to us to send you the personal data we have in a structured, commonly-used and machine-readable format and/or to send that data to another organisation nominated by you.

If you wish to make use of this right, you can send your request to privacy@hilverdadeboer.nl. We may ask you to identify yourself by sending us a copy of a valid proof of identity before we deal with your request in order to prevent misuse.

We will reply to your request as soon as possible but within one month in any case. If you have a question or a complaint regarding the processing of your personal data, we will, of course, be happy to assist you. If we are unable to resolve the matter between us, you have the right to submit a complaint to the national authority for data protection, the Dutch Data Protection Authority [Autoriteit Persoonsgegevens]. To do so, use the link below: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Automated decision-making

No decisions whatsoever are made automatically by computers.

Changes to the privacy policy

This privacy policy was last updated on 6th December 2019. We reserve the right to unilaterally amend or supplement it. We recommend that you regularly consult it to ensure that you remain informed. If there is a significant amendment, it will be clearly communicated on our website.