



RECRUITMENT PRIVACY POLICY

This Recruitment Privacy Policy is written to inform you of which personal data we will collect during the course of recruitment and its use. We will only process your personal data as described below and will never sell, license, rent, or make public your personal data.

Data privacy is very important, please take the time to read this policy carefully.

Use of the personal data

Processing of your personal data is necessary in order to take steps to enter in a contract at your request, in order to meet legal obligations, to exercise a legal claim and/or for our legitimate interest to hire qualified personnel.

More specifically, your personal data will only be processed for recruitment purposes, in order to determine if you have the necessary qualities for the position you applied to or if you fit any of our other open vacancies. This includes review of your application, possible interviews and any other possible recruitment test needed.

Collecting and processing this information is necessary for us to select the right and qualified person for the job who will fit the rest of the team and agree upon the employment conditions.

This data will be stored for (i) two years; (ii) in case of successful recruitment, for as long as the duration of the employment contract, or (iii) for any term required under the law.

Notwithstanding the foregoing, any personal data that may give rise to legal effects, can be archived for evidentiary purposes for a period equal to the statute of limitation (most often 10 years).

Recipients and transfers

Your personal data may be transferred to servers located outside the country in which you live or to affiliated companies or any agents or consultants so that they may process personal data on our behalf. We will use best efforts to guarantee that these recipients shall process your personal data in compliance with the applicable legislation. Such recipients may be located outside the European Economic Area, such as Moldova and Macedonia. In the case of any such transfers, we use best efforts to ensure that your personal data is adequately safeguarded through the implementation of standard data protection clauses adopted by the Commission.

In case interviews or recruitment tests take place at any of our premises, additional information may be collected subject to our [Visitor's Privacy Policy](#).



Information we will collect

You might provide us with contact details, professional experience, training and education, employment history, financial details such as salary expectations, and any other information relevant to the position you are applying for.

In any form we ask you to fill out, all information marked with an asterisk (*) optional. It is your choice to provide such marked information, but you are in no way obliged to fill those out.

Managing your personal data (rights)

As data subject you have the following rights as they are defined by the applicable laws:

Subject to the conditions in the applicable law, you have the right to request:

- Access to your personal data;
- A copy of the personal data we hold about you in a commonly used format and transfer of your personal data to a third party of your choosing;
- Restriction of processing and/or the right to object to the processing of your personal data;
- Correction or update of your personal data;
- Erasure of all or part of your personal data;
- To the extent that any processing is based on your consent, you can withdraw it any time, without this affecting the lawfulness of past processing.

In addition, you can lodge a complaint and/or report any misuse of your personal data to the national supervisory authority.

Please note that most of the personal data collected is required for our assessment of you as a candidate for the position or the conclusion of an employment contract. If you refuse to provide such information or ask to have such information deleted in accordance with this policy before any decision is made, we cannot longer make such assessment and consider this as a request to no longer be considered for the position.

Security

We protect your information as our own and have implemented several safety and security measurements for our IT-network such as firewalling, use of access rights and multifactor authentication, advanced threat protection (by using threat intelligence feeds), patch and vulnerability management. In case your personal data is processed by third parties, we use best efforts to ensure the same or similar protection measurements.

Changes

This Privacy Policy will be subject to future changes in order to guarantee you the best protection of your personal data. Small changes will be published on our intranet and website, significant changes will be communicated more extensively. We invite you to regularly check this policy and stay informed on how we use your personal data.



Contact information

If you have any questions or wish to exercise your rights please contact us via infosec@katoennatie.com.

To assist us in swiftly dealing with your request, please provide your full contact details in such request. We may further require proof of identity to handle such a request.