PRIVACY STATEMENT FOR APPLICANTS

Carat Nederland B.V. (hereinafter: "Carat Nederland") attaches great importance to protecting the privacy of internal and external applicants. The purpose of this statement is to inform applicants about the way in which Carat Nederland processes personal data in the context of the recruitment and selection process and to inform applicants of their rights. When processing personal data, Carat Nederland will at all times be guided by the General Data Protection Regulation (GDPR), the Dutch GDPR Implementation Act (UAVG) and other privacy-related laws and regulations.

1. Responsibility

The processing of personal data in the context of the recruitment and selection process takes place under the responsibility of the management of Carat Nederland B.V., located at Nikkelstraat 18, 4823 AB Breda.

2. Purposes

Carat Nederland processes personal data relating to applicants exclusively for the following purposes:

a. to assess the suitability of applicants for the position applied for and/or other positions within Carat Nederland;
b. to compare applicants' qualifications and other data with existing vacancies;
c. to inform applicants about other positions for which they may be eligible;
d. to contact and maintain contact with applicants;
e. to contact the references and/or educational institutions provided;
f. to enable an assessment to take place, if this forms part of the selection procedure;
g. to comply with legal obligations;
h. if an applicant is hired, the personal data obtained will be further processed for the performance of the employment contract, including drawing up the employment contract, for administrative purposes and for introducing the applicant within the organisation.

3. Legal basis

Carat Nederland has a legitimate interest in processing applicants' personal data in order to assess whether an applicant qualifies for a position within the organisation of Carat Nederland. The application data are also processed for the performance of the pre-contractual phase with a view to potentially entering into an employment contract. The legal basis for the processing of personal data by Carat Nederland in the context of the recruitment and selection of employees is therefore Article 6(1)(b) and (f) of the General Data Protection Regulation (GDPR). Insofar as the applicant agrees to the retention of their data, Carat Nederland bases the processing on consent as referred to in Article 6(1)(a) of the GDPR.

4. Data

Carat Nederland processes only personal data that are relevant to the recruitment and selection procedure. This includes both personal data provided by the applicant to Carat Nederland and personal data obtained by Carat Nederland through contact with the applicant, by making enquiries about the applicant with references and/or educational institutions provided, from an assessment, by consulting relevant registers or by consulting social media. Carat Nederland processes the following data:

a. general data (including name, title, gender, date and place of birth, nationality, and address and contact details);
b. CV, cover letter and other documents submitted by the applicant;
c. any photograph added;
d. data relating to education, courses and internships completed;
e. data relating to the nature and content of current and previous employment relationships as well as their termination;
g. data obtained from references and/or educational institutions provided;
h. a copy of a valid identity document, if the applicant enters employment;
i. a Certificate of Conduct (VOG);
j. a residence and/or work permit;
k. results of assessments and tests;
l. notes from job interviews;
n. other relevant data communicated by the applicant;
o. data other than the above whose processing is necessary pursuant to a statutory requirement.

5. Acknowledgement

After receiving an application, Carat Nederland sends the applicant an acknowledgement of receipt. The data processed by Carat Nederland in the context of the application procedure are accessible to the management of Carat Nederland, HR employees and the manager (or their deputy) of the department in which the position applied for is located.

6. Assessment

An assessment may take place as part of the application procedure. If an assessment forms part of the application procedure, this will be stated in advance in the vacancy. The results of the assessment will not be shared with Carat Nederland until the applicant has taken note of them and has given written consent for the results of the assessment to be shared with Carat Nederland. If an assessment takes place, Carat Nederland will provide all necessary data to the assessment agency in order to enable the assessment to be carried out. Carat Nederland will engage only parties that provide sufficient guarantees with regard to the protection of personal data.

7. Social media

Carat Nederland reserves the right to obtain information about an applicant by consulting social media. The consultation of social media will be proportionate to the nature of the position applied for and will be limited to data that are relevant for assessing the applicant's suitability for the position applied for. Carat Nederland will not lose sight of the fact that information found about an applicant on social media is not always reliable, correct or accurate. If Carat Nederland collects information about an applicant by consulting social media, Carat Nederland will inform the applicant afterwards and discuss the results of the social media consultation with the applicant, stating the source where certain information was found.

8. Security

Carat Nederland ensures adequate security of your personal data by taking, periodically evaluating and, where necessary, adjusting appropriate technical and organisational security measures aimed at preventing loss and/or unlawful processing of personal data. Carat Nederland regularly, but at least once per [year], evaluates whether the technical and organisational security measures it has taken still provide an appropriate and adequate level of security, or whether additional measures are required to safeguard the protection of personal data.

9. Retention period

Data of applicants who enter employment with Carat Nederland after completing the application procedure are added to the personnel file. Carat Nederland retains data relating to applicants who do not enter employment until no later than four weeks after the end of the application procedure. Once four weeks have passed since the end of the application procedure, the data will be destroyed. Data may be retained for longer if the applicant has submitted a complaint about the application procedure, in which case the data will be retained until the complaint has been definitively resolved.

Only if the applicant has provided written consent to do so may Carat Nederland retain an applicant's personal data for longer, for the purpose of informing the applicant in the future about future positions for which the applicant may be eligible. In that case, Carat Nederland will retain the applicant's data until no later than one year after the end of the application procedure, after which the data will be destroyed. The applicant has the right to withdraw consent once given at any time without stating reasons, in which case Carat Nederland will destroy the data without delay.

10. Rights

With regard to the processing of personal data concerning them, applicants have the following rights arising from the GDPR. Before we can comply with a request to exercise any of these rights, we ask applicants to identify themselves with a valid proof of identity.

a. Access and copy

Pursuant to Article 15 GDPR, the applicant has the right to request Carat Nederland to provide access to the data that Carat Nederland processes about them. A request for access must be made in writing and does not need to be substantiated. Carat Nederland will decide on the request within four weeks of receipt. In principle, Carat Nederland will respond positively to such a request. However, Carat Nederland may refuse access in whole or in part if the interests of Carat Nederland or one or more third parties in not providing certain data should prevail over the applicant's interest in access. If access is granted, Carat Nederland will provide the applicant with a copy of the personal data processed. No costs are associated with this. If the applicant requests an additional copy, Carat Nederland will charge a reasonable fee for administrative costs.

b. Correction

Pursuant to Article 16 GDPR, the applicant has the right to request Carat Nederland to correct or supplement inaccurate personal data concerning them. This right is limited to data that are factually inaccurate and does not extend to data of a subjective nature. A request for correction must be submitted in writing and must state reasons. Carat Nederland will decide on the request no later than four weeks after receipt.

c. Erasure

Pursuant to Article 17 GDPR, the applicant has the right to request Carat Nederland to erase personal data concerning them if the personal data (i) are no longer necessary for the purposes for which they were collected or processed, (ii) have been processed unlawfully or (iii) must be erased on the basis of a statutory requirement, or if (iv) the applicant objects to the processing on other valid grounds. A request for erasure must be made in writing and must state reasons. Carat Nederland will decide on such a request no later than four weeks after receipt.

d. Restriction

Pursuant to Article 18 GDPR, the applicant has the right to request Carat Nederland to restrict the processing of your personal data. Restriction means that Carat Nederland is only permitted to store personal data and may no longer perform any other processing operations with those data, unless (i) this concerns the establishment, exercise or substantiation of a legal claim or (ii) processing is necessary to protect the rights of other persons. An applicant may request Carat Nederland to restrict processing if:

- the applicant disputes the accuracy of the personal data;
- the processing is unlawful according to the applicant;
- the processing is no longer necessary according to the applicant for achieving the purposes of processing, but the applicant needs the personal data for the establishment, exercise or substantiation of a legal claim;
- the applicant has objected to the processing; in that case, the processing may be restricted pending the decision on the objection.

A request for erasure must be made in writing and must state reasons. Carat Nederland will decide on your request as soon as possible, but no later than four weeks after receipt of your request.

e. Portability

Pursuant to Article 20 GDPR, the applicant has the right to request Carat Nederland to provide personal data concerning them to them or to a third party in a structured, commonly used and machine-readable form. A request for transfer of personal data must be submitted in writing and must state reasons. Carat Nederland will decide on such a request no later than four weeks after receipt.

11. Questions and/or complaints

Questions and/or complaints about the way in which Carat Nederland processes personal data may be addressed to R. de Rooij via avg@carat-tools.nl or 076-5422422. In order to answer these appropriately, applicants are kindly requested to substantiate questions, complaints or comments. Carat Nederland will respond to a question, complaint and/or comment as soon as possible, but no later than four weeks after receipt. If a question, complaint or other comment has not been answered sufficiently, we would be pleased to discuss an appropriate solution.

Applicants also have the right at any time to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). This is the supervisory authority in the field of privacy protection. More information can be found at https://autoriteitpersoonsgegevens.nl.

12. Amendment

Carat Nederland reserves the right to amend this privacy statement from time to time. Carat Nederland therefore advises you to carefully review this privacy statement again before each application.