

1. Introduction

This Applicant Privacy Notice ("Privacy Notice") describes how we, Connect Group, handle the Personal Data of applicants who apply for employment with us.

As we believe that the handling of your Personal Data is very important to both you and us, we encourage you to read this Privacy Notice carefully.

When we refer to "**Personal Data**" under this Privacy Notice, we mean any information through which we can identify you as an individual (e.g. your name, telephone number, e-mail address or other contact details).

2. The responsible party for your Personal Data

Connect Group N.V. is located in several areas of the world. A list of locations and contact details of the Connect Group entities can be found [here](#). The Connect Group entity that you intend to apply with is responsible for your Personal Data and acts as a "data controller". This entity is in this Privacy Notice referred to as "**Connect Group**", "**we**" or "**us**".

3. Your Personal Data that we collect and use

For managing your application throughout the entire application process, we use the following general categories of Personal Data:

- **personal details:** the personal details that you have stated in your resume, such as your name, address, email address and telephone number and other details such as your degree or title, your age, date of birth or gender
- **recruitment or selection data:** any other information included in your resume, motivation letter or other application documentation, such as education certificates, experience information, references, professional certificates, language skills and memberships of committees or other (voluntary) bodies
- **assessments results:** for certain roles, we will obtain the assessment results from assessment agencies that have conducted an assessment with you
- **any other Personal Data:** any other Personal Data which you choose to disclose to us during the course of the application process

4. The legal basis we have for processing your Personal Data

We will only process your Personal Data if we can rely on one of the following legal bases to:

- conclude an employment contract with you
- comply with a legal obligation to which we are subject
- pursue our legitimate interests of hiring qualified people, to find the right candidates for future vacancies and to secure, defend and develop our business. We only use this legal basis if your interests and fundamental rights do not override our legitimate interests.

5. Purposes for which we use your Personal Data

We will only process your data for specific and limited purposes which are linked to the legal bases that we set out above in section 4. These purposes are:

- to conclude an employment contract with you: to carry out the application process by assessing your skills, qualifications and suitability for our career opportunities, to verify references and to handle requests, complaints or questions from you
- to comply with our legal obligations: to comply with applicable (employment) laws and regulations, requests from governmental organizations or judicial services and to exercise and defend (potential) legal claims

- for our legitimate interests: to keep your record for future hiring processes (where permitted under local laws) including for the purpose of communicating with you and providing you with information regarding potential career opportunities that suit your application profile.

6. Keeping your Personal Data

Depending on the Connect Group entity that you are applying with, we are keeping your data as long as necessary to comply with the requirements that follow from the applicable laws or regulations of the country where the Connect Group entity is established.

If your application was not successful, we will only retain your Personal Data for a maximum period as allowed for under local laws and regulations.

If we want to keep your Personal Data longer, in order to inform you about possible future job opportunities with us, we will inform you accordingly and provide you with the possibility to object to such processing.

If you accept employment with Connect Group, we will keep and use your Personal Data in accordance with our Employee Privacy Notice, which is provided to all employees.

7. Sharing your Personal Data

We share your Personal Data on a strict need to know basis with the following parties:

- authorized (HR) employees within Connect Group that are involved in the recruitment and selection process.
- external IT service providers that we use for the storage of the Personal Data. We take all reasonable steps to require these IT service providers to treat your Personal Data confidential and to only process your Personal Data on our strict instructions and on the basis of applicable law.
- for certain roles, we share your (contact) details with external assessment agencies in order to conduct an assessment with you.
- other third parties in case of legal obligations such as successors in title of our business in case of a corporate transaction and competent regulatory authorities, law enforcement authorities or other governmental organizations.

8. Transfer of your data outside the EEA

After we collect your Personal Data, it is primarily stored and further processed within the European Economic Area (“EEA”). In limited circumstances it might be possible that we use third party service providers that are established outside the EEA. As a consequence it might be necessary for us to transfer your Personal Data outside of the EEA. In such cases, we will implement adequate safeguards (and, where necessary, supplementary measures) to ensure that your Personal Data is afforded a level of protection which is essentially equivalent to the level of protection guaranteed within the EEA, such as entering into Standard Contractual Clauses as approved by the European Commission with recipients of your data.

You can request a copy of any documentation showing the adequate safeguards that have been taken by contacting our privacy team at privacy@connectgroup.com.

9. Securing your Personal Data

Effective security of your Personal Data is important to us. We have therefore taken adequate technical and organizational security measures to protect your Personal Data against unauthorized or unlawful use or access. We take steps to limit access to your Personal Data to those individuals who need to have access for one of the purposes listed in this Privacy Notice.

Furthermore, we contractually ensure that any third party that processes your Personal Data on our behalf maintains at least equal confidentiality and integrity standards.

10. Your rights with respect to your Personal Data

You have several rights in relation to the Personal Data processed by Connect Group. You have the right to access, update, delete or restrict the Personal Data that we collect about you and at any time you can obtain a copy of your Personal Data that we hold or request that the information is transmitted to another data controller.

You also have the right to object to the processing of your Personal Data where we rely on your legitimate interests.

If you have given us consent, for example for using your Personal Data that you have voluntarily provided to us, you may withdraw this consent at any time if you have changed your mind. Please note that a withdrawal of consent does not affect the lawfulness of any processing which has taken place prior to your consent being withdrawn and that we can only action your request in accordance with applicable law.

If you wish to exercise your rights, you can contact us by sending an e-mail to our privacy team at privacy@connectgroup.com. In order for us to comply with your request in the best way possible, please indicate which Personal Data you would like to receive, have changed or removed or what limitations you would like to put on our use of the data.

If you are unsatisfied with how we process your Personal Data or if you believe that your data protection rights have been violated, you have the right to lodge a complaint with the supervisory authority in the country where you live or work or where you believe your rights have been infringed.

11. Contacting us

If you have any questions or concerns about the use of your Personal Data or regarding this Privacy Notice in general, or if you wish to exercise any of your rights, please contact your HR point of contact, which contact details can be found on our website <https://www.connectgroup.com/en/vacancies> or contact us via privacy@connectgroup.com.