

Privacy statement for job applicants

Who is the controller for the processing of my personal data?

Stichting Koninklijk Nederlands Normalisatie-instituut, with its registered office and principal place of business in (2623 AX) Delft, at Vlinderweg 6, is the controller for the processing of your data.

Which information do we collect?

We collect and process personal data regarding you when you apply for a job with us. We thereby apply the [job application code](#) of the Dutch Association for Personnel Management & Organisation Development (Dutch NVP).

The personal data that we process is:

- Your name, home address, email address and/or telephone numbers.
- Your date of birth, civil status, and nationality (if you provide this to us).
- Your educational history and employment history.
- Other information in your curriculum vitae or other documents or information that you provide to us.
- Any information from the selection process.
- References and assessments with regard to your work for former employers.
- Information for ascertaining your identity and right to work.
- Details of any non-served criminal convictions.
- Information regarding your feedback related to our organisation.
- Number plates and camera images when you visit our Building at Vlinderweg 6 in Delft.
- All other information that you might provide to us.

Where does this information originate from?

We acquire this information directly from you, from our personnel, via our systems and equipment, as well as from third parties such as recruitment agencies, antecedents investigation companies, or former employers. We can also acquire this via your published profiles that are available online.

How do we use this information and on which legal basis do we do this?

We process the personal data as referred to above for the following reasons:

- To enable NEN to make a well-balanced decision regarding your suitability for the position that you have applied for.
- To enable NEN to fulfil its statutory and regulatory obligations.
- To make recruitment decisions.
- For the prevention and detection of fraud and other offences.

- For service purposes: to be able to follow up your message and to be able to inform you of the further steps.
- For internal control and company security.

Who do we share this information with?

NEN does not provide your personal data to third parties without your prior consent, unless NEN is obliged to do so on the basis of a statutory provision or a judicial decision. We also do not use your data for tracking which adverts may be interesting for you or for linking adverts to your interests.

NEN uses various systems for the processing of your personal data. As a result, the suppliers of these systems can also process your personal data. You can contact us at privacy@nen.nl for further information regarding these suppliers.

It can also occur that third parties, such as our accountant and our legal and financial advisers, are given access to your personal data in the context of the assignments provided by NEN and/or supervisory duties that they fulfil with regard to NEN.

NEN has made arrangements with all parties that have access to your personal data, so that there are sufficient safeguards for the careful processing of your personal data. This is in accordance with the law and the internal privacy policy of NEN and this NEN privacy statement.

If we give third parties access to your data, we only do this if we are certain that these third parties will only use the data in a manner and for a purpose that is related to the purpose for which we have acquired the data, and only in accordance with this NEN privacy statement. Furthermore, the obligations of confidentiality required by law and security measures for the prevention of your personal data becoming known to other parties apply. Moreover, we always look at how we can respect your right to privacy as much as possible.

If we wish to transfer your data outside Europe, for example because a data centre or our supplier is established there, we will only do this subject to the conditions that the law sets out for this, for example by means of a contract which the EU Model Clauses apply to.

For how long do we retain your data?

NEN does not retain your personal data for any longer than necessary for the purpose for which the data was stored. We observe specific periods, following which we remove this data:

- NEN retains the data of job applicants during the recruitment and selection procedure. After the end of the recruitment and selection procedure, NEN retains the data of job applicants for a maximum of 4 weeks.
- Only if NEN is required by law (for example related to the local laws regarding equal opportunities at work) can this be longer.

- NEN can also retain data of job applicants if there is a 'business requirement' for retaining the data of the job applicant, for example, by retaining the curriculum vitae of a job applicant in case a suitable job vacancy arises. NEN always requests consent for this. In that case, the data will not be retained for any longer than one year.
- After the period during which the data of the job applicant is retained has expired, this data will be completely removed from the system of NEN.
- If you have registered for a newsletter or have provided consent for receiving personalised messages, we retain this consent for 5 years. If you decide that you no longer wish to receive the newsletter or personalised messages, we also retain the withdrawal of your consent.
- We do not retain camera images for any longer than 4 months. Unless we see anything suspicious that we must investigate further, or the images must be retained for a longer period of time due to another statutory obligation.

It applies in specific cases that NEN will save your data for a longer period of time than stated above if this is mandatory on the basis of a statutory provision, or if saving for longer is really necessary for the execution of our activities, for example to deal with complaints, to resolve disputes, or to prevent fraud and misuse.

How do we secure your personal data?

We take all reasonable, appropriate security measures for the protection of our visitors and participants against unlawful access or alteration, disclosure, or destruction of personal data. We comply thereby with the applicable security standards.

If, in spite of the security measures, there is a security incident that probably has adverse consequences for your privacy, we will inform you as quickly as possible of the incident. In that case we will also inform you of the measures that we have taken for the limitation of the consequences and for the prevention of any repetition thereof in the future.

Where do we store your data?

Your personal data that we collect is in principle always stored in the Netherlands and Europe. In exceptional cases, data may be transferred to and saved outside the European Economic Area (EEA). In these cases, the data can also be processed outside the EEA by personnel who work for us or for one of our suppliers. In that case, the legislation regarding data protection of the third country will have been approved by the European Commission, or other applicable safeguards will have been established. Further information can be obtained from our privacy coordinator, at privacy@nen.nl.

What are your rights with regard to your personal data?

- You can object to the use of your personal data, for example if you are of the opinion that the use of your personal data is not necessary for the execution of our activities or for the fulfilment of any statutory obligation.

- You have the right to access to your personal data. This means that you can ask which of your personal data is registered and for which purposes this data is used.
- If you feel that we have incorrect personal data regarding you, you can have this personal data corrected. You can also ask us to limit the processing of your personal data, also for the period that we require to assess your requests or objections.
- You can also ask us to remove your personal data from our systems.
- You can also ask us to ensure that your personal data is transferred to another party.
- We will accede to this request, unless we have a compelling and legitimate interest not to remove the data, which outweighs your privacy interest. If we have removed the data, we cannot immediately remove all copies of the data from our systems and backup systems due to technical reasons. We can refuse to accede to the requests referred to above if these are made unreasonably frequently, require unreasonable technical efforts, or have unreasonable onerous technical consequences for our systems or endanger the privacy of others.

You can make the requests or the objection referred to above by sending a letter, providing your name, address, telephone number, and a copy of a valid proof of identity to the NEN privacy coordinator. You can contact our privacy coordinator at privacy@nen.nl. Please do not forget to make your CSN number (Dutch BSN) illegible in the copy of the proof of identity prior to enclosing this.

Where can you obtain further information regarding the manner in which NEN handles your personal data?

If you have any questions or require further information regarding the use of your personal data and your rights, you can contact the NEN privacy coordinator at privacy@nen.nl.

If you are dissatisfied with the manner in which NEN deals with your questions, objections, or complaints, you can submit a complaint to NEN. You can contact klachten@NEN.nl for this purpose.

In the event that, even after this, you are still not satisfied with the manner in which NEN has dealt with your complaint, you can also submit a complaint regarding the use of your personal data to the Dutch Data Protection Authority at <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-over-gebruik-persoonsgegevens?qa=klacht>.