

## **Privacy statement for applicants**

Thank you for your interest in Keesing Technologies!

To include your application in our application process we need you to provide us with your personal information. Keesing handles your data consciously and honestly; this means that Keesing collects and processes personal data in accordance with relevant privacy legislation. Learn more about what data we need, what we do with it and how long we keep it.

### **What information does Keesing collect?**

If you have come across one of our vacancies online and you are excited to apply, you send your application to [hr@keesingtechnologies.com](mailto:hr@keesingtechnologies.com). We ask you to enclose your CV and motivation letter. Keesing these documents and personal data for the purpose of the application. As soon as we receive your application, we send you a confirmation email with an explanation about further steps in the application procedure.

Keesing does not collect or process any sensitive information about job applicants, such as your ethnic background, political or religious beliefs or sexual orientation.

### **Why does Keesing collect your data?**

We use the information you provide to process the application procedure and to assess your CV and motivation letter. If assessed positively, these will be shared with the relevant manager. In addition, we use your data (anonymized) for statistical purposes. This allows us to analyze data such as the number of applicants and the speed of the application process. Finally, we can use this data to improve or adjust our selection process.

If your profile does not fully match the desired profile, but your knowledge and experience is interesting, we will ask for written permission to keep your CV for a maximum of one year. This allows us to work faster for the next vacancy. As an applicant you have the right to correction and deletion. If information is incorrect, incomplete or if you do not want certain personal information to be stored, you can indicate this by sending an email to [hr@keesingtechnologies.com](mailto:hr@keesingtechnologies.com).

### **How long is your data stored?**

Applicant data will be kept for a maximum of six weeks after completion of the selection procedure. After that, the data is deleted/destroyed from the database. As an applicant you have the right to ask Keesing to delete your data. If you would like to have your data removed immediately, please send an email to [hr@keesingtechnologies.com](mailto:hr@keesingtechnologies.com) with your request.

## **NVP Application Code**

Keesing acts according to the NVP application code. This application code contains basic rules that organizations and applicants should observe in the recruitment and selection process to fill vacancies, according to the opinion of the Dutch Association for Personnel Management & Organizational Development (NVP).

### **Do you have questions?**

Please contact the HR department via [hr@keesingtechnologies.com](mailto:hr@keesingtechnologies.com)