

Data Privacy Policy Applicants

AutoForm Engineering B.V.

– Information in accordance with Art. 13, 14 and 21 of the General Data Protection Regulation (GDPR) –

This Privacy Policy sets how AutoForm Engineering B.V., (hereafter AutoForm) uses and protects any personal data (see Article 4 No. 1 GDPR) of applicants.

1. Who is responsible for processing of personal data and whom you can approach

Controller of the processing of your personal data is:

AutoForm Engineering B.V., Rhijnspoor 221, 2901 LB Capelle aan den IJssel.

You can contact us about data protection related matters under the above mentioned address or via email: privacy@autoform.nl

2. What we process

We process the following personal data or categories of personal data provided by you:

- Master data (e.g. name, address, date of birth, email address, phone number)
- Education data (e.g. school diploma, company-based training, university degree)
- Non-business interests (e. g. hobbies, honorary office)
- Passport photo
- Further application data (data you voluntarily disclose e.g. in your cover letter, CV, diplomas, certificates)
- Communications data (e.g. any personal data you disclose in personal, telephone or written communication)
- Privacy statements (consent to the processing of personal data, revocation of your consent; objections to the processing of personal data; statements asserting your rights of access, to rectification, erasure, restriction of processing, and data portability, including the information you provide us by asserting your rights)

We do not process personal data generated ourselves.

We process the following personal data or categories of personal data provided by third parties: Recommendation letters or information regarding job-related performance provided by former employers or provided by other third parties.

3. For how long do we retain personal data

We will not retain your personal data longer than necessary in relation to the purposes for which the data are processed, which means in principle for applicants:

- with whom no employment contract is concluded: 4 weeks or 1 year with the consent of the applicant, reckoned from the date the application procedure has ended.

In spite of the foregoing, we may retain your personal data for a longer period to comply with an applicable minimum statutory retention period, e.g. for accounting or tax purposes.

4. For what purpose and on what legal basis do we process personal data

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) for various purposes. In principle, the following can be considered as the purposes of the processing: the processing for the initiation of contractual relationships and the performance of contracts (Art. 6 (1)

lit. b GDPR), for the protection of legitimate interests (Article 6 (1) lit. f DSGVO) and/ or statutory provisions (Art. 6 (1) lit. c GDPR).

In detail we process your personal data for the following purposes and based on the following legal bases:

Purpose / legitimate interest	Processed data or category of data	Legal basis
Administration and evaluation of application; confirmation or rejection of application	Master data; education data; non-business interests; passport photo; communications data; further application data	Art. 6 (1) lit. f GDPR
In case of a successful application: transfer of application documents/ personal data to personnel file	Master data; education data; non-business interests; passport photo; further application data	Art. 6 (1) lit. f GDPR
Assertion, exercise or defense of legal claims	Master data; All data or categories of data that are relevant to the legal claim.	Art. 6 (1) lit. f GDPR
Consent management (administration of data protection consent and revocation statements)	Master data; privacy statements.	Art. 6 (1) lit. c GDPR
Affected rights management (processing of data subjects' requests for access, rectification, erasure, restriction and/ or data portability; processing of data subjects' objection pursuant to Art. 21 GDPR)	Master data; privacy statements; all data or categories of data that are the subject of the request.	Art. 6 (1) lit. c GDPR

5. Who receives your personal data

Inside of AutoForm only those units receive your data that require it for processing of your application.

a) Processors

We do not use service providers who process personal data on our behalf (see Art. 4 No. 8 GDPR).

b) Controllers

In some cases your personal data may be shared with our affiliate company AutoForm Engineering GmbH (Unterdorfstrasse 12, 8808 Pfäffikon SZ, Switzerland), as a third party controller (see Art. 4 No. 7 GDPR). Such group relevance is a legitimate interest according to Art. 4 (1) lit. f) GDPR.

6. Transfer of personal data to a Third Country

We may transfer your data to the following entities in the respective third countries:

- AutoForm Engineering GmbH, Unterdorfstrasse 12, 8808 Pfäffikon SZ, Switzerland

The European Commission has issued an adequacy decision regarding data transfer to Switzerland, attesting Switzerland an adequate level of data protection.

7. Are you obligated to provide personal data

There is no legal or contractual obligation to provide personal data. However, in order to process and evaluate your application we require personal data regarding your qualification for the applied position. Without this personal data, we will have to reject your application.

8. Automated decision-making and profiling

We do not use your personal data in any kind of automated decision-making.

9. Your Rights

Every data subject has the right of access (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), the right to erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR) and the right to data portability (Art. 20 GDPR). To exercise those rights, you can contact us under the contact information given in section 1. – “Who is responsible for the processing of personal data and whom you can approach”.

As far as the personal data is processed for the purpose of our legitimate interest according to Art. 6 (1) lit. f GDPR, you have the right to object following Art. 21 GDPR. You can find further information regarding your right to object at the end of this privacy policy.

In addition, if you are of the opinion that the processing of your personal data is unlawful, you have the right to lodge a complaint with the Autoriteit Persoonsgegevens, with the website autoriteitpersoonsgegevens.nl (Art. 77 GDPR). This right to complain is without any prejudice to any other administrative or judicial remedy.

Information about your right to object in accordance with Art. 21 General Data Protection Regulation (GDPR)

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you on the basis of Art. 6 (1) lit. f GDPR (processing of personal data based on a balancing of interests); this includes profiling based on those provisions (Art. 4 No. 4 GDPR).

Should you decide to object the processing, we will stop to process personal data concerning you, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or the processing serves the purpose of establishment, exercise or defence of legal claims.

The objection is not subject to any form. Ideally, it should be lodged at the body mentioned in 1. – “Who is responsible for the processing of personal data and whom you can approach”.