

# Recruitment Privacy Statement

## Planon Group

We appreciate your interest in learning more about job opportunities at the Planon Group. A list of all members of the Planon Group can be found [here](#). We are dedicated to keeping your personal information safe. This privacy notice outlines the kinds of personal data we might compile about you throughout the recruitment process, as well as how we might use and disclose it. Before using our recruitment system, please read our privacy notice.

When you access and use the Planon recruitment system to carry out activities, Planon will process and safeguard your personal information as described in this privacy notice such as:

- To set up a profile in Talentsoft (see also point 3 below) that stores the information for your application.
- To apply for a specific position being offered by an organization in the Planon Group.
- In addition to inform you about new opportunities and to provide details regarding job possibilities.

Please read the information below to learn how Planon will use your personal information during the hiring process.

**Planon B.V.**

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## 1. Why do we gather and use personal information?

To find potential applicants, handle and assess applications and decide who to hire Planon will process personal information. In the table below, there are further details.

<b>Activities Related to Recruitment</b>	<b>Legal Grounds</b>
Examine whether you are a good fit for the position for which you are applying as well as any potential future openings.	Planon has a legitimate interest in seeing that we hire the right people.
Evaluate your profile to ensure it is suitable for the job requirements.	Planon has a legitimate interest in seeing that we recruit the appropriate talent relative to skills/qualifications.
Recognize the need for legal authority for background checks and verification.	Planon has a legitimate interest in seeing that we recruit the appropriate talent relative to curriculum/compliance with laws.
Manage your application with all stakeholders involved in the process (e.g. talent acquisition teams, HR and recruiting managers...)	Planon has a legitimate interest in seeing that we hire the appropriate talent.
Communicate with you (including updating you on the recruitment process).	Planon has a legitimate interest in seeing effective communication with you and all parties involved in the recruitment process.
Retain your contact information and profile within Planon talent acquisition network, inform you about new positions or career-related events that may be of interest to you.	Consent of the applicant.
Manage administrative tasks (e.g. for interview related expenses / interviews logistics).	Planon has a legitimate interest in providing applicants with the best recruitment experience.
Manage your account in the Planon Recruitment System.	Planon has a legitimate interest to manage its recruitment tool and processes.
Prepare and sign an offer letter for employment.	In order to take action before signing a contract.
Provide you an easy application process by offering you to determine your CV.	Planon has a legitimate interest to provide to its candidates a better user experience.

## **2. What kinds of personal data do we process?**

When you access and use the Planon recruitment systems, we process some of your personal information, including any that we have obtained directly from you or external sources or authorized third parties.

To construct a profile on the Planon recruitment we may use systems like LinkedIn, Naukri, Indeed and Stepstone, and therefore we may use personal information about you that is kept by the third party. Please consult the privacy policies of such third parties for information on how they will handle your personal information in this context.

The following categories of data may be gathered as processed personal information during the Recruitment process:

The Recruitment process:

- Information that identifies you personally, such as name, gender and nationality;
- Information relating to personal life (Telephone number, home address and email address);
- Employment preferences (desired job level, willingness to relocate, desired salary);
- Information relating to professional life (Information in the resumes/ CVs, like your career history, languages, skills, competencies and educational details);
- Information collected from the recruiter and interviewers, based on their interactions with you
- Information provided by third parties (Job search websites);
- Source tracking (How did you hear about us);
- Whatever details you provide for our consideration.

## **3. With whom will the information be shared?**

If you apply for a job via our website, your information will be processed in Talentsoft Holding B.V., a company located in the Netherlands. Talentsoft is our supplier of recruitment software. Your personal data may be shared between the companies within the Planon Group. Furthermore, your information may be shared internally for the purposes of the recruitment process. This includes the directors, interviewers involved in the recruitment process and managers in the business area with a vacancy.

#### 4. How do we safeguard your personal data?

Planon vehemently supports adherence to national and international privacy regulations, as well as the fundamental rights to privacy and data protection. In order to collect, handle, use, disseminate, transfer and store personal information, Planon has adopted an internal global data privacy policy that is applicable to all of our subsidiaries. It enforces uniform guidelines on all of our subsidiaries worldwide and attempts to guarantee high levels of privacy protection inside Planon.

In order to guard against unauthorized access, unlawful processing, accidental loss or damage and unauthorized deletion of personal information, Planon and its entities use suitable technical, physical and organizational safeguards. For internal systems that store personal information, we have access control measures in place. Our personnel has access to personal information only when they absolutely need it. We educate our staff on how to handle and properly use personal information. Online browsing has inherent hazards and despite our best efforts to put in place the necessary security measures, we cannot guarantee that it is risk-free.

#### 5. How long will the data be retained?

Your personal data will be kept for as long as it takes to accomplish the goal for which it was gathered. The retention duration for the data items in your personal candidate account and pre-employment data is described in detail below.

##### **Retention period for the data items in your personal candidate account**

Planon will delete your personal data no later than 4 weeks after the end of the application process. You may give Planon permission to keep your personal data for longer, so that Planon can approach you for new suitable positions. Planon applies a maximum period of 1 year for this purpose.



## 6. How to exercise your individual rights? Any requests?

As a data subject, you have a number of rights. You can under certain circumstances:

- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

You also have the right to submit a complaint about the manner in which we handle your data. If you have a complaint, we prefer to resolve it with you directly. Therefore, please contact us if you have a complaint. If you are not content with the settlement of your request or complaint, you can file a complaint with the competent Data Protection Authority. You can also lodge a complaint at the Dutch Data Protection Authority (Dutch DPA) which serves as our lead Supervisory Authority. For this we refer you to the website of the Dutch DPA which is only available in Dutch.



## **7. Changes to this privacy notice**

We keep our privacy notice under regular review to make sure it is up to date and accurate. New versions will be accessible online. You will find the date of the update below.

## **8. Contact details**

If you have any questions or complaint or if you would like to exercise any of your rights, please contact the HR department via the address via:

[recruitment@planonsoftware.com](mailto:recruitment@planonsoftware.com)

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