

## **FAIR PROCESSING NOTICE FOR JOB APPLICANTS**

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### **1. INTRODUCTION**

The purpose of this fair processing notice ("**Notice**") is to inform you of how IHI Hauzer Techno Coating BV and its subsidiaries ("**we**", "**us**" and "**our**") will process your personal data as a data controller and the measures and processes we have put in place to ensure its adequate protection. Providing such information is one of the requirements of the General Data Protection Regulation 2016/679 ("**GDPR**").

This notice does not form any contractual relationship between you and us, and we may amend it from time to time.

### **2. LAWFUL PROCESSING**

We will only process your personal data:

- (a) where the processing is necessary to manage our business and operations;
- (b) where the processing is necessary to comply with our legal and regulatory obligations; or
- (c) where you have given your express consent.

In case of (c) above, you may withdraw your consent at any time, by making a request as set out in section 0 below.

### **3. WHAT PERSONAL DATA WE COLLECT ABOUT YOU**

3.1 We process the following types of personal data about you:

- (a) Personal details, such as name, personal email address and telephone/fax number, residential address, date of birth, gender, face image, marital status, emergency contact details, country of residence, nationality, immigration status, national insurance number;
- (b) Professional details, such as CV, details of your qualifications, relevant experience and skills, employment history, educational background;
- (c) Identification documentation, such as copies of your passport, driving licence, national or work ID card, or other documentation required by law (which may include photographs of your face and shoulders);
- (d) Your test results;
- (e) Equal opportunities information; and
- (f) Details of your access to our premises and to systems, software, websites, and applications including access and location data, communications data and CCTV footage.

3.2 It is not mandatory for you to provide us with your personal data; however, if you don't, we may not be able to process your job application. Providing equal opportunities

information is not mandatory and even if you do not provide it, it will not affect your application.

- 3.3 We make every effort to maintain the accuracy and completeness of your personal data which we store and to ensure all of your personal data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you (see section 9 below). We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

#### **4. HOW WE COLLECT PERSONAL DATA**

We usually collect your personal data from the information you submit during the course of your job application to us.

We may also collect your personal data from other sources such as pre-employment background check/credit check companies, doctors or other health professionals, recruitment agencies, your previous employer and other named referees, the records of governmental agencies (such as a driver licensing agency) and social media.

#### **5. HOW WE USE PERSONAL DATA**

We will process your personal data for the following purposes:

- (a) for processing your job application
- (b) to consider your suitability for employment and to confirm your references, character and educational background;
- (c) to comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory, enforcement or exchange bodies;
- (d) for administrative purposes in relation to the security of and access to our systems, premises, platforms and secured websites and applications;
- (e) to comply with court orders and exercise and/or defend our legal rights;
- (f) for any other legitimate business purpose; and
- (g) as otherwise permitted or required by any applicable law or regulation.

#### **6. INTERNATIONAL TRANSFERS OF PERSONAL DATA**

Your personal data may be transferred to (including accessed in or stored in) a country or territory outside the EEA, including to countries whose laws may not offer the same level of protection of personal data as are enjoyed within the EEA. In particular, we may share your personal data with our group companies that are located outside of the EEA including Japan and China. We will ensure that any such international transfers are made subject to appropriate or suitable safeguards as required by the GDPR. You can obtain copies of the relevant safeguard documents by making a request as set out in section 0 below.

#### **7. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA**

We do not and will not sell, rent out or trade your personal data. We will only disclose your personal data to the following recipients:

- (a) to our group companies;;

- (b) to third parties who process your personal data on our behalf (such as recruitment agencies and pre-employment background check/credit check companies);
- (c) to third parties specified by you (e.g., your referees); and
- (d) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

## **8. HOW WE PROTECT YOUR PERSONAL DATA**

We are committed to safeguarding and protecting your personal data and will implement and maintain appropriate technical and organizational measures to ensure a level of security appropriate to protect your personal data from accidental or unauthorized destruction, loss, alteration, disclosure or access.

## **9. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT**

9.1 If you wish to:

- (a) update, modify, or delete your personal data, or obtain a copy of your personal data that we hold; or
- (b) restrict or stop us from using any of your personal data which we hold,

you can request this by contacting us as set out in section 0 below.

9.2 In any of the situations listed above, we may request that you prove your identity by providing us with a copy of a valid means of identification in order for us to comply with our security obligations and to prevent unauthorized disclosure of data.

## **10. HOW LONG WE WILL HOLD YOUR PERSONAL DATA FOR**

If you are unsuccessful at any stage of the application process, the information you have provided will be retained for 12 months from the closure of the application.

## **11. HOW WE UPDATE OR CHANGE THIS FAIR PROCESSING NOTICE**

We may change or update parts of this Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating this Notice on [www.hauzer.nl](http://www.hauzer.nl). You will not necessarily be directly notified of such a change. Therefore, please ensure that you regularly check this Notice so you are fully aware of any changes or updates.

## **12. HOW YOU CAN CONTACT US**

If you have any queries about the contents of this Notice or your personal data, or wish to make a request in relation to your personal data, please contact us using the details set out below:

Email: [privacy@hauzer.nl](mailto:privacy@hauzer.nl)

## **13. HOW TO LODGE A COMPLAINT TO THE REGULATOR**

You are entitled to lodge a complaint with our data protection regulator if you consider that we have breached your data protection rights. Our data protection regulator is "Autoriteit Persoonsgegevens", to be contacted via <https://autoriteitpersoonsgegevens.nl>.