Privacy Policy – Job Applicant

At ADDAPT Chemicals BV We understand that your privacy is important to you and therefore We handle your Personal Data with great care. We only collect and use personal data in a way that is consistent with Our obligations and allowed according to the General Data Protection Regulation (GDPR).

This Privacy Policy explains which data is used and how it will be treated by Us. Please read this policy carefully before submitting your job application ("Application").

1. Our contact details and information

ADDAPT Chemicals BV, registered in The Netherlands under Chamber of Commerce number 17152602 (Company address: Speltdijk 1, 5704 RJ Helmond, The Netherlands).

For questions regarding this Privacy Policy and data protection, you can contact Us by email at communication@addapt-chem.com or by telephone on +31 (0)492 597575.

2. About this Privacy Policy

This Privacy Policy applies to all applicants applying to vacancies placed on Our Site and other media (e.g. newspapers). The Privacy Policy will notify you of the following:

1. What Personal Data do We collect?
2. How do We use your data?
3. How and where do We store your Personal Data?
4. How long do We retain your Personal Data?
5. Do We share your Personal Data?
6. What are your rights?
7. How to access and control your Personal Data?
8. Changes to Our Privacy Policy.

3. What Personal Data do We collect?

The Personal Data We collect depends on the Personal Data you send us with your application (e.g. data from your cover letter and/or Curriculum Vitae). We may collect the following Personal Data:

- Name;
- Sex;
- Date of birth;
- Address;
- Marital Status;
- Nationality;

- Contact information such as email address and telephone number;
- Job history;
- Skills and competences;
- Academic background;
- Personal interests;
- Languages spoken;
- Current and historic salary details together with salary expectations; and
- Other Personal Data from your cover letter and/or Curriculum Vitae.

We may collect data directly from you or from third parties, for example when doing a background check or employment reference. This is subject to your consent where required by law.

4. How do We use your data?

The Personal Data you provide in your application and as part of the recruitment process will only be stored and processed to facilitate the selection process and in connection with any subsequent employment. Your Personal Data may be used to assess your application for employment and to verify your information, to conduct reference checks, to communicate with you and to inform you of further career opportunities. In case your application results in a job offer and your acceptance of a position at ADDAPT Chemicals BV, the data collected will become part of your employment record and will be used for employment purposes.

5. How and where do We store your Personal Data?

Your Personal Data will be stored in The Netherlands, at ADDAPT Chemicals BV. To protect your Personal Data We have taken the necessary measures. Personal Data is stored in a secured way and only accessible by selected members of Our Team.

6. How long do We retain your Personal Data?

We store your Personal Data no longer than is necessary for the recruitment process. Therefore, unsuccessful application data will be deleted after the completion of the hiring process. We may store and use your application to consider you for other positions, but only with your explicit consent.

If your application has been successful and results in a job, the corresponding application data will become part of your employment record and will be used for employment purposes consistent with data protection policies.

7. Do We share your Personal Data?

We may share your Personal Data with selected third parties who support us with the recruitment process. We will take all reasonable steps to ensure that your Personal Data will be handled safely,

securely and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

We do not give, sell or otherwise distribute Personal Data We collect to other third parties without your explicit authorization, except where this is necessary and required by law.

8. What are your rights?

You have the following rights regarding the storage of your Personal Data (in accordance with the General Data Protection Regulation (GDPR)):

- The right to be informed about the collection and storage of your Personal Data;
- The right to access the Personal Data We hold on you (see section 9).
- The right to rectify the Personal Data We hold on you in case of inaccuracy or incompleteness (contact Us using the details in section 1);
- The right to 'be forgotten' (i.e. to ask to delete any Personal Data we hold on you);
- The right to request the restriction to use your Personal Data;
- The right to data portability (to obtain and reuse your Personal Data for your own purposes across different services);
- The right to object to Us using your Personal Data for particular purposes;
- Rights related to automated decision making and profiling.

9. How to access and control your Personal Data?

You have the right to ask for a copy of any of your Personal Data held by Us. Under the Data Protection Act 1998 We will provide all information in response to your request without paying an application fee.

10. Changes to Our Privacy Policy

This Privacy Policy is subject to change. Adjustments to this policy will immediately be posted on Our Site. Please make sure you check our Privacy Policy regularly.

Definitions

In this Policy the following terms shall have the following meanings:

"We/Us/Our"	ADDAPT Chemicals BV
"Our Site"	www.addapt-chem.com
"Our Team"	Anyone who is employed at ADAPT Chemicals BV

“Personal Data”	Data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case it means Personal Data that you give to Us via your application.
“Application”	Form (e.g. cover letter and/or Curriculum Vitae) which indicates interest in a particular place of employment or position within Our company.