

TMNL Job Applicant Privacy Notice

| 1. Introduction

This Privacy Notice applies to TMNL's processing of personal data related to job applicants.

In this Privacy Notice we describe who we are, how and for which purposes we process your personal data, how you can exercise your privacy rights and all other information that may be relevant to you.

If, after reading this Privacy Notice, you have any remaining questions about our use of your personal data, you can of course always contact us through the contact details provided below.

Note that this Privacy Notice may be changed over time. The most up-to-date Privacy Notice is published on 21-03-2023

| 2. When does this Privacy Notice apply?

This Privacy Notice is applicable to the processing by TMNL of all personal data related to individuals who apply for a job at TMNL (**Job Applicants**).

| 3. Who is responsible for your personal data?

TMNL is the data controller for the processing of your personal data.

| 4. Which personal data do we process of you?

TMNL will collect and process the following categories of personal data from you as a job applicant:

- Contact details
- Date of birth
- CV
- Motivation letter
- Personality test
- Reports on Codility and other assignments and assessments carried out during the application procedure
- Salary information
- Evaluations of interviews
- Email correspondence

| 5. For which purposes do we process your personal data?

5.1 To inform you and communicate with you with regard to your employment or job application

If you have shown interest in a position at TMNL, we store your personal data in our recruitment database. We use the data in this database to communicate with you and to determine whether your qualifications and profile meet the requirements of the specific vacancy. We may invite you for recruitment activities, such as interviews, or inform you about new vacancies which may be relevant to you.

We process your personal data for this purpose on the basis of your consent when you provide us with your personal data.

5.2 To assess and evaluate you during the recruitment procedure

As part of our recruitment procedure, we may perform assessments to assess your skills and knowledge based on the vacancy you applied for.

We process your personal data for this purpose on the basis of our legitimate interest.

5.3 To enter into an employment contract for services with you

If we offer you a position at TMNL, we will process your personal data to prepare and process an employment agreement. We will also, in line with applicable law, conduct a background screening in order to evaluate whether you are eligible for a role at TMNL. This will be done by an external company, which will ask you for documents and information on references.

Furthermore, we use your personal data for the drafting and execution of your employment agreement. We will then also store your personal data in our HR database. Note that once you are offered a position at TMNL, our Employee Privacy Notice will apply to the processing of your personal data as an employee.

We process your personal data for this purpose because it is necessary for entering into an employment contract with you.

5.4 To answer your questions

If you get in touch with us at recruitment@tmnl.nl, we will use your personal data in order to reply and answer your question(s).

We process your personal data for this purpose on the basis of your consent and our legitimate interest.

| 6. With who do we share your personal data?

We may share personal data about you with third parties, such as business partners, service providers, and/or vendors who help us execute our recruitment. For example, we may use a, an external vendor for the performance of assessments or background screenings.

When third parties are given access to your personal data in line with the above, we take required contractual and organisational measures to ensure that your personal data are processed only to the extent that such processing is legitimate and necessary. We will take reasonable steps to ensure that third parties will only process your personal data in accordance with those measures and applicable law.

If your personal data are transferred to a third party in a country that does not provide an adequate level of protection for personal data, we will, where required, take measures to ensure that your personal data are adequately protected.

| 7. How are your personal data secured?

We have taken adequate safeguards to ensure the confidentiality and security of your personal data. Where applicable, we have implemented appropriate technical, physical and organisational measures to protect personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access.

| 8. How long are your personal data retained?

Your personal data will be removed when your personal data are no longer necessary for the purposes as included in this Privacy Notice or after we have met the legal obligations for data retention, whichever applies.

We will delete your personal data after four weeks after your recruitment procedure has ended. With your consent, however, we may retain your personal data for a period of up to one year, in order to inform you about new vacancies which may be relevant to you.

| 9. How can you exercise your privacy rights?

You have the right to request access of an overview of your personal data, and under certain conditions, rectification and/or erasure of personal data. In addition, you may also have the right of restriction of processing concerning your personal data, the right to object to processing as well as the right to data portability.

To invoke any of your data subject rights, please contact us by using the contact details at the bottom of this Privacy Notice. Please keep in mind that we may ask for additional information to verify your identity before being able to handle your request.

If you have given your consent to a certain purpose listed in this Privacy Notice, note that you can withdraw your consent at any time. Should you wish to do so, you can contact us by using the contact details at the bottom of this Privacy Notice.

Note that you also have the right to lodge a complaint with your local data protection supervisory authority when you have a complaint about the use of your personal data by TMNL. For example, if you believe that we do not handle your personal data carefully, or because you have sent us a request to access or rectification of your personal data and you are not satisfied with our reply, or we did not reply in a timely manner.

| 10. How can you contact us?

If, after reading this Privacy Notice, you have any additional questions or concerns about how we process your personal data, please contact recruitment@tmnl.nl.

We've appointed a Data Protection Officer. You can contact our Data Protection Officer via privacy@tmnl.nl.