



Privacy statement for job applicants (how we handle your personal data)

Are you applying for a job at Altera Vastgoed NV? In that case, this privacy statement is relevant to you because we process your personal data. This privacy statement explains your rights and that your personal data is in safe hands.

Altera Vastgoed NV website

Altera Vastgoed NV respects the privacy of all visitors to its website. Personal data collected through this website for the purpose of providing information will only be used to handle your request. Your data will not be used for any other purposes.

Cookies

The Altera Vastgoed N.V. website uses cookies. The cookies on this website are used to remember the language setting (NL/EN) should you visit the website again and to serve as a reminder that you visited the website before.

Job applicants

If you apply for a job with us, we will ask you to share your curriculum vitae, cover letter, any diplomas, assessment results and possible other personal data. With your consent we may also request references. An integrity assessment conducted by a third party forms part of our application procedure.

Controller and processor

Altera Vastgoed NV is the intended employer and as such a controller if we use your personal data within the meaning of the General Data Protection Regulation. Altera Vastgoed NV may call in third parties to conclude an employment contract.

Purpose and grounds for processing personal data

We need your personal data to conclude and implement the employment contract/work placement assignment between you and Altera Vastgoed NV (employer/client). The legal ground for processing your personal data is the possible conclusion and implementation of the contract. Any other legal ground on which it is possible to process your personal data requires your consent or a legal ground.

Which personal data do we process?

The following personal data may be processed by Altera Vastgoed NV and/or its processors when concluding and implementing a possible employment contract/work placement assignment: Name, sex, address, town/city, email address, telephone number, other relevant information on the curriculum vitae including education and work experience.

Who do we share your data with?

Your personal data may be shared with other parties to conclude or implement the employment contract/work placement assignment (for example, your name and contact details may be shared, following your consent, with an assessment agency or integrity agency).

Security of personal data



Altera Vastgoed NV believes it is important that your personal data is protected and we comply with both the General Data Protection Regulation and the General Data Protection Regulation (Implementation) Act. Altera Vastgoed NV takes appropriate security and organizational measures to ensure your personal data is safe and processed in the correct manner. These measures include an inhouse application protocol to protect your personal data, restricting access of your personal data to members of the selection committee, permanent training of staff, codes of conduct for staff, restriction of access to personal data, security of IT systems and a range of organizational measures to prevent the misuse of personal data. The processors called in by Altera Vastgoed NV to process your personal data also monitor compliance.

Personal data retention period

We only store personal data for as long as strictly necessary. If no employment contract or work placement assignment was concluded with Altera Vastgoed NV, your personal data will be destroyed within four weeks of the end of the application period, unless you indicate (an email will suffice) that your personal data may be stored for up to a year.

Rights of job applicants

If Altera Vastgoed NV processes your information, you have the following rights:

- Right of access. This is the right of the individual in question to access their personal data processed by Altera Vastgoed NV.
- Right to rectify or supplement. This is the right of the individual in question to correct the personal data processed by Altera Vastgoed NV.
- The right to restrict processing. This is the right of the individual in question to restrict the personal data processed by Altera Vastgoed NV.
- The right to data portability. This is the right of the individual in question to transfer the personal data processed by Altera Vastgoed NV to another party.
- The right to erasure. This is the right of the individual in question to 'be forgotten' by Altera Vastgoed NV.

Submitting a request of your rights

You can submit your request to access, rectify and supplement, restrict processing, data portability or erasure by email to

FG@alteravastgoed.nl or by post to Altera Vastgoed NV, attn. Data protection officer, P.O. Box 9220, 1180 ME Amstelveen. Please include a copy of your passport or identity card (take care to render your citizen service number and photo illegible) so that we can identify you before complying with your request.

Altera Vastgoed NV will answer your request within a month of receipt. In case of exceptional circumstances only, your request may be answered within three months after you submitted your request. Altera Vastgoed NV will inform you if it intends to use this extension within one month of receipt of your request.



Data protection officer

Altera Vastgoed NV has a data protection officer who ensures the personal data of job applicants is processed correctly. Should you have any questions, tips or complaints about the processing of your personal data by Altera Vastgoed NV and/or one of its processors, please contact us by email at FG@alteravastgoed.nl or by sending a letter to Altera Vastgoed NV, attn. Data protection officer, P.O. Box 9220, 1180 ME Amstelveen.

If we are unable to find a mutually satisfactory solution to your question or complaint, you can always contact the Dutch Data Protection Authority, P.O. Box 93374, 2509 AJ The Hague or through <https://autoriteitpersoonsgegevens.nl/>.

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This privacy statement may be amended at any time by Altera Vastgoed NV. Our website will always contain the most recent version. The version was last updated in May 2018.