



Altera Vastgoed NV

Privacy statement Altera - Applicants

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A large, light orange abstract shape is located in the bottom-right corner of the page.

Privacy statement applicants (how is your personal data handled?)

Are you an applicant at Altera Vastgoed N.V.? Then this privacy statement is important for you, because we process your personal data. This privacy statement explains that your personal data are in good hands and what your rights are.

Who are we?

Altera Vastgoed N.V. is an investor in Dutch real estate and therefore controller if we process your personal data within the meaning of the General Data Protection Regulation.

Website Altera Vastgoed N.V.

Altera Vastgoed N.V. 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 fulfil your request. Your data will not be used for other purposes.

In addition, the website of Altera Vastgoed N.V. uses cookies. The cookies on this website are used to remember the language option NL/ENG the next time you visit the website and as a reminder that you have visited the website before. More information about how the website of Altera Vastgoed N.V. handles the use of cookies can be found in our cookies statement.

Google Analytics

Via Google Analytics, (anonymised) data about visitor behaviour is collected on this website. This allows us to see how visitors navigate through the website. We use this information to make decisions about the design of our website. We also optimize the operation of the website. To enable careful processing, we have taken the following measures:

- We have concluded a processing agreement with Google;
- We have masked the last octet of the IP address, if you have indicated that you do not want statistical cookies to be placed;
- We have disabled all the possibilities that Google offers to 'share data with Google';
- We do not use other Google services in combination with the Google Analytics cookies.
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Name	Posted by	Expires after	Objective
_Go	Google Analytics	2 years	Registers a unique ID that is used to generate statistical data about how the visitor uses the website.
_gid	Google Analytics	Session termination	Registers a unique ID that is used to generate statistical data about how the visitor uses the website.
_hole	Google Analytics	Session termination	Used by Google Analytics to slow down request speed.

What is personal data?

1. Personal data is any information about an identified or identifiable natural person. For you, this means that this information is directly about you or that this information can be traced back to you. This can be your name, date of birth or address, but your (business) e-mail address or (business) telephone number is also personal data.
2. The General Data Processing Regulation also distinguishes between ordinary and special personal data. Special personal data are data that, by their nature, are extra sensitive and whose processing is prohibited, unless a specific exception applies or explicit permission has been given.

Specifically, it concerns data on race or origin, political opinions, religion or belief, trade union membership, genetic or biometric data for the purposes of unique identification, health, sexual life or criminal history.

3. The processing of personal data concerns all actions that Altera Vastgoed N.V. can perform with your personal data. Actions that fall under this in any case: collecting, recording, organizing, storing, updating, changing, retrieving, consulting, using, transmitting, distributing, making available, linking together, blocking, erasing and destroying personal data.

How do we handle your personal data?

Altera Vastgoed N.V. handles your personal data with care. We comply with applicable (privacy) legislation. All our employees have taken the oath or promise, declaring that they will act with integrity and reliability.

What information do we ask of you as an applicant?

If you apply for a job with us, we ask you to share your CV, motivation, any diplomas, results of assessments and possibly other personal data with us. References can also be requested with your permission. An integrity investigation by a third party is part of the application procedure.

For what purpose do we process your personal data?

As an applicant, you provide your personal data to Altera Vastgoed N.V. or a person associated with Altera Vastgoed N.V., by post, e-mail or by issuing or handing over documents or documents. It is also possible that Altera Vastgoed N.V. receives your personal data via third parties or websites, such as name and address details, training details or contact details. Altera Vastgoed N.V. processes the personal data obtained only for the following purposes. Altera Vastgoed N.V. will contact you prior to processing your personal data for other purposes to offer you the opportunity to object to further processing. Altera Vastgoed N.V. may process these and other personal data provided for the following purposes:

- establishing and maintaining contact
- answering questions you have asked or providing information you have requested
- making a selection of candidates to start an application procedure with
- going through an application procedure
- handling your possible complaints and resolving disputes
- going through the pre-contractual phase with you and being able to enter into an employment contract

Who is the controller and who is the processor?

Altera Vastgoed N.V. is (intended) employer and therefore controller if we process your personal data within the meaning of the General Data Protection Regulation. Altera Vastgoed N.V. may engage third parties for the conclusion of the (employment) agreement. They then serve as processors, as they do so on behalf of Altera Vastgoed N.V.

What are the legal grounds for the processing?

The processing operations in the context of the aforementioned purposes each have at least 1 legal basis. These legal bases are as follows:

1. Consent: the free, explicit and unambiguous consent given by you to be allowed to process. If Altera Vastgoed N.V. processes personal data on the basis of this permission, you always have the right to withdraw this permission. If processing takes place exclusively on the basis of the consent given by you, no further processing may take place after you have withdrawn your consent. The

withdrawal of consent does not affect the lawfulness of the processing based on the consent before its withdrawal.

2. Pre-contractual measures: taking measures at your request prior to concluding an agreement with the aim of being able to conclude this agreement, such as drawing up an employment contract.
3. Legitimate interest: when the processing is necessary for the representation of the legitimate interests of Altera Vastgoed N.V. or of a third party, for example when Altera Vastgoed N.V. wishes to demonstrate that Altera Vastgoed N.V. has designed the application procedure in a fair and sincere manner, without discrimination.

Which personal data are processed?

The following personal data may be processed by Altera Vastgoed N.V. and/or its processors during the (possible) conclusion and execution of an (employment) agreement / (internship) assignment:

- your surname, first names, initials, any title, gender, photo, date of birth, place of birth, address, postal code, place of residence, telephone number and other information that we need to be able to communicate with you, such as your email address
- information about training, courses and internships you have followed and are still to be followed
- details about the position when you apply
- details of the nature and content of your current job, and details of its termination
- information on the nature and content of your previous jobs and on their termination
- other data for the purpose of fulfilling the function, which have been provided by you or which are known to you

How do we balance your interests?

The consequences for you as a data subject are that your personal data will only be used for the purposes described above. In addition, Altera Vastgoed N.V. as controller has taken measures to prevent and/or limit undesirable consequences for you as a data subject. For example, it has a privacy statement, a cookie statement, a privacy policy, a processing register and it has processing agreements with its processors. Altera Vastgoed N.V. also periodically performs a Data Privacy Assessment and has a data leak protocol, a data breach register and follows a privacy by design framework to guarantee data minimization. Altera Vastgoed N.V. also has a response plan for handling a privacy request from you as an applicant. Finally, employees of Altera Vastgoed N.V. periodically follow training courses to keep their knowledge up to date on various privacy themes.

Your fundamental rights to privacy remain guaranteed because Altera Vastgoed N.V. complies with your rights as a data subject as stated in the GDPR. Within Altera Vastgoed N.V., processing of personal data is always a follow-up to necessary processing for the execution of the agreement between Altera Vastgoed N.V. and you as the data subject.

With whom do we share your data?

It is possible that your personal data are shared with other parties for the purpose of the conclusion or execution of the (employment) agreement / (internship) assignment (for example, with your permission, your name and contact details will be shared with an assessment agency or integrity agency).

How do we secure your data?

Altera Vastgoed N.V. considers it important that your personal data is protected and it complies with the General Data Protection Regulation and the General Data Protection Regulation Implementation Act. Altera Vastgoed N.V. takes appropriate security and organizational measures so that your personal data is

processed safely and correctly. For example, an internal application protocol to protect your personal data, restriction of access to your personal data to members of the selection committee, permanent training of employees, codes of conduct for employees, security of the IT systems and numerous organizational measures to prevent misuse of personal data. This is also monitored by the processors that Altera Vastgoed N.V. engages for the processing of your personal data.

What is the retention period?

1. If you request general information and/or ask questions, Altera Vastgoed N.V. will keep your personal data that you provide to it as long as there is contact about the same subject. After no contact has taken place for four weeks, we will delete your personal data within the following four weeks.
2. If you apply for a job or show interest in a vacancy or perform work for Altera Vastgoed N.V., Altera Vastgoed N.V. will store your personal data for as long as the application procedure is ongoing and/or there is mutual interest in possibly entering into an employment contract. Your personal data will be deleted within four weeks after the end of the application procedure or if no contact has taken place for four weeks. An exception to this applies when you give permission to keep your personal data longer. In that case, your personal data will be stored for a maximum of one year after permission.
3. In the event of a complaint or dispute about the contact or the application procedure, your personal data will be kept during the handling of this complaint or dispute. If it is established that a complaint or dispute has been resolved or ended, the personal data stored for this purpose will be deleted.

What are your rights as an applicant?

If Altera Vastgoed N.V. processes your personal data, you have the following rights:

- Right of access. This is the right of data subjects to view the personal data processed by Altera Vastgoed N.V.
- Right to rectification and completion. This is the right of data subjects to change the personal data processed by Altera Vastgoed N.V.
- Right to restriction of processing. This is the right of data subjects to have less data processed by Altera Vastgoed N.V.
- Right to data portability. This is the right of data subjects to transfer personal data that Altera Vastgoed N.V. has processed to another party.
- Right to be forgotten. This is the right of data subjects to be 'forgotten' by Altera Vastgoed N.V.

How do you request your rights?

A request for access, rectification and addition, restriction of processing, and data portability can be sent by email to privacy@alteravastgoed.nl or by post to Altera Vastgoed N.V., attn. Privacy Officer, P.O. Box 9220, 1180 ME Amstelveen. We would like to receive a copy of your passport or identity card (please make your Citizen Service Number and photo illegible), so that you can identify yourself before we can comply with your request.

In the event of a request for access to the personal data that Altera Vastgoed N.V. has about you, it will make it available to you or another organization mentioned by you via a secure environment by means of a computer file.

Your request will be answered within one month after your request has been received by Altera Vastgoed N.V. Only if there are special circumstances, your request can be answered within three months after you

have made your request. If this extension is used, you will hear this within one month after your request has been received by Altera Vastgoed N.V.

Tip, question or complaint?

If you have a tip, a question or a complaint about the processing of your personal data by Altera Vastgoed N.V. and/or one of its processors, you can address your tip, question or complaint by e-mail to privacy@alteravastgoed.nl or by post to Altera Vastgoed N.V. attn. Privacy Officer, P.O. Box 9220, 1180 ME Amstelveen. Altera Vastgoed N.V. has a Privacy Officer who ensures that your personal data is processed correctly.

If we cannot find a solution to your question or complaint together, you can contact the Dutch Data Protection Authority at any time, P.O. Box 93374, 2509 AJ The Hague or via <https://autoriteitpersoonsgegevens.nl/>. In addition, you can contact the House for Whistleblowers if you suspect an abuse within Altera Vastgoed N.V. This can be done via P.O. Box 85680, 2508 CJ The Hague or via <https://www.huisvoorklokkenluiders.nl/>.

Changes to the privacy statement

This privacy statement can be amended by Altera Vastgoed N.V. at any time. You can always find the most recent version on our website. The latest version dates from December 2023.