

Salvius Legal B.V. Recruitment Privacy Statement

At Salvius Legal B.V. ("Salvius") we respect your privacy and are committed to protecting your personal data. This notice describes the privacy and security practices that we employ when processing your personal data during the recruitment process. By processing we mean: the collection, use, storage, deletion and otherwise access of personal data. This Privacy Notice explains the rights you have in relation to these practices and is compliant with the General Data Protection Regulation ((EU) 2016/679) (GDPR) and the local data protection law.

This notice applies to all former, current, and future employees of Salvius Legal B.V.

What type of personal data does Salvius collect and use?

Personal data means all information that identifies or has the potential of identifying a living natural person. This information for example, can be your name, email address, educational and employment background.

The personal data that Salvius collects, processes and saves are contact and identification details, information on education, work experience and other personal data provided in your Curriculum Vitae (CV) or cover letter, during interviews or assessments, or provided by third parties such as recruitment agencies or referees.

How does Salvius collect and use your personal data?

Salvius collects, processes and saves your personal data obtained directly from you, from collaborating partners or from publicly accessible resources such as LinkedIn. Upon your approval, Salvius might also collect personal data from named referees. Salvius will process your personal data to:

- Asses your qualifications, skills, and experience for the position
- Conduct reference checks
- Communicate with you about the recruitment process
- Analyze and improve our recruitment process
- Based on your consent inform you about possible future job openings
- Comply with legal or regulatory requirements

After having received your application, we will process your personal data to decide whether you meet the requirements of the position. If you are shortlisted for an interview and/or assessment, we will process personal data that you provide during interviews and/or assessments to decide whether we will offer you the position. We may also decide, upon your approval, to check referees.

For the above-mentioned purposes, your personal data may be shared throughout the Salvius organization and with third parties such as service providers, related companies in the event of reorganization, and government authorities as required by law. All the third parties are required to take appropriate security measures to protect your personal data in line with this notice.

How does Salvius protect your personal data?

We have put in place appropriate security measures to prevent your personal data from being lost, processed, or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to those employees, contractors or third parties who have a business need to know. Your personal data is subject to confidentiality.

We have put in place appropriate measures to deal with any suspected data security breaches and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How does Salvius store your personal data?

If you are hired, we keep your personal data for as long as you are employed by Salvius. After termination of your employment, we will keep your personal data for the time needed to comply with legal and regulatory requirements. Once this period has expired, Salvius will delete your personal data.

If your application was unsuccessful, we will keep your personal data for a period of one year so that; 1) in the event of a legal claim, we can demonstrate that we have conducted the recruitment process in a fair and transparent way and have not discriminated against candidates on prohibited grounds, and; 2) so that we can contact you should a suitable job opening occur, unless you have indicated that we may not keep your personal data after the recruitment process has ended. We will request your consent, should we wish to retain your personal data after the one-year period.

How can you exercise your data protection rights?

Salvius would like to ensure that you are fully informed about your rights regarding our processing of your personal data. Every applicant is entitled to the following:

- Right of access by the data subject: You have the right to know and inquire about what personal data we have collected and to request a copy of that data.
- Right to rectification: You have the right to request us to correct any collected personal data that you believe is incorrect.
- Right to erasure (right to be forgotten): You have the right to request deletion or erasure of your personal data.
- Right to restriction of processing: You have the right to request us to restrict processing of your personal data.
- Right to object to processing: You have the right to object to us processing your personal data.
- Right to data portability: You have the right to request us to transfer your personal data to another organization or directly to you.
- Right to notification: You have the right to be informed of any rectification or erasure of personal data or restriction of processing carried out.
- Right to not be subjected to automated decision making: Salvius does not make use of automated decision making.

You may also withdraw your granted consent, for us to keep your personal data on file after the one-year period has expired, at any time. Should you wish to exercise any of the above-mentioned rights, please email us at hr@salviuslegal.com. In addition, you may contact your jurisdiction's legal authority overseeing implementation of data protection laws, to file a complaint regarding the processing of your personal data.

Amendments to the Privacy Statement

Salvius Legal B.V. reserves the right to amend this Privacy Policy from time to time and at any time. We encourage visitors to review it occasionally. If you use this website after the Privacy Policy has been amended, you will be deemed to have agreed to the updated Privacy Policy.

How to contact us

If you have questions about this Privacy Policy, feel free to contact us by either telephone or email.

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