

Privacy Statement for Applicants

This statement applies to applications submitted through our career page

1. About this statement

This privacy statement explains how Conference Hotel Group BV (“we”, “us”, “our”) handles your personal data when you apply for a position with us, when you enquire about working with us, or when you ask us to keep your details on file for future vacancies.

It applies only to recruitment. Personal data we process about you in any other capacity for example as a customer, supplier or website visitor is covered by our general privacy statement.

Our career page and application forms are provided by Homerun B.V., Singel 542, 1017 AZ Amsterdam, the Netherlands. Homerun acts as our processor: it stores and handles your application on our instructions only, under a data processing agreement, and does not use your data for its own purposes.

We are the controller for the personal data described here within the meaning of the General Data Protection Regulation (GDPR).

2. Who we are and how to reach us

Conference Hotel Group BV

Nijverheidslaan 3a17

1382 LH Weesp

The Netherlands

Chamber of Commerce (KvK) number: 53935179

For any question about this statement or about your personal data, contact us at privacy@conferencehotelgroup.com.

3. What personal data we process

Depending on the role and how far you progress, we may process:

Data you provide yourself

- **Contact and identification details** — name, email address, telephone number, city or country of residence.
- **Application content** — your CV, motivation letter, answers to the questions in our application form, and any portfolio, work samples or links (for example to LinkedIn or GitHub) you choose to share.
- **Background information** — education, work experience, skills, languages, certifications and references, as far as you include them.
- **Practical details** — availability, notice period and salary expectations.

Data generated during the process

- **Correspondence** — emails and messages between you and us, and our notes of scheduling and contact.
- **Interview notes and evaluations** — our assessment of your application against the requirements of the role, and the outcome of each stage.
- **Assessment and test results** — where the role involves an online assessment, skills test or case study, the results and our evaluation of them.
- **Reference information** — what the references you have named tell us, collected only at the final stage and only after you have given us your explicit approval to contact them.

Data we do not want to receive

We do not ask for special categories of personal data such as health, religion, ethnic origin or political opinions. Please leave these out of your CV and application. If you do send them, we will disregard them and remove them where we reasonably can.

We also do not want copies of documents while we are still selecting. On your right to work we take your own word for it during the process; we verify it by seeing your original passport, identity card or residence document, only once we have offered you the role and you have accepted, because we are required to check it before you start. Please do not send a copy of your passport, identity card, residence permit or driving licence with your application. If you do, we will delete it and come back to you for it at the right moment.

If you tell us about an adjustment you need in order to take part in our process (for example extra time for an assessment, or an accessible interview location), we use that information only to arrange the adjustment and we do not record it in your evaluation.

Is providing this data obligatory?

No. Providing your data is voluntary and there is no statutory or contractual obligation to do so. Some of it is, however, necessary for us to consider you: without your contact details and enough information about your experience, we cannot assess your application or come back to you, and we would have to close it. Anything beyond that is up to you.

4. Why we process your data, and on what legal basis

We process your data for the following purposes:

- **Handling your application** — receiving and reviewing it, communicating with you, scheduling and conducting interviews, evaluating your suitability, and making a hiring decision.
- **Assessing your skills** — administering and evaluating assessments, tests or case studies where these form part of the process for the role.
- **Verifying your background** — speaking with the references you have named, at the final stage only.
- **Making an offer** — preparing and discussing terms of employment if we decide to proceed with you.
- **Keeping you in mind for future roles** — retaining your details in our talent pool, if you have asked us to.
- **Improving our recruitment** — reviewing aggregated, non-identifying statistics about our hiring process, such as how many applications we receive per channel.

Our legal grounds for processing the personal data of our job applicants:

Steps taken at your request prior to entering into a contract (Article 6(1)(b) GDPR) — for handling your application, assessing your suitability and, if applicable, making you an offer. You applied to us, and we cannot consider you for the role without processing the information you sent.

Our legitimate interests (Article 6(1)(f) GDPR) — for filling our vacancies with suitable people, for keeping a record of our selection decisions for as long as they could be questioned, and for improving our recruitment process. We have weighed these interests against your privacy and limited what we collect and how long we keep it accordingly.

Your consent (Article 6(1)(a) GDPR) — for keeping your details in our talent pool after the process for the role you applied for has ended, and for contacting the references you have named. You give this consent separately and voluntarily, and you can withdraw it at any time. Withdrawing it has no effect on the application you have already made and does not affect the lawfulness of what we did before you withdrew it.

Compliance with a legal obligation (Article 6(1)(c) GDPR) — where we are required to verify or retain something by law, which in practice arises only once we make an offer and you accept it.

5. Assessments and tests

Most of our processes consist of interviews only. For some roles we may ask you to complete an online assessment, a skills test or a case study. If this applies to the role you applied for, we will tell you in advance what the assessment involves, how long it takes, who reviews it and what it is used for.

Where an assessment is run on a third-party platform, that provider acts as our processor under a data processing agreement, and we will name it in the invitation we send you.

6. References

We contact references only at the final stage of a process, only the people you have named yourself, and only after you have explicitly agreed that we may approach them. We ask them about your work, not about your private life, and we record only what is relevant to the role.

7. Who has access to your data

Your application is visible to the people who need it to do their job:

- the recruiter or People & Growth colleague handling the vacancy;
- the hiring manager and the colleagues taking part in your interviews;
- where relevant, the manager responsible for approving the hire.

Outside our organisation, your data may be handled by:

- **Homerun B.V.** — the supplier of our career page and applicant tracking system, which stores your application on our behalf;
- **assessment providers** — only where an assessment forms part of the process for the role you applied for;

8. Where your data is stored

We keep your data within the European Economic Area where we can. Some of the suppliers who help us run our hiring, or the suppliers they rely on in turn, are established outside the EEA, so your data may be processed outside it.

Where that happens, the transfer takes place only on the basis of an adequacy decision of the European Commission, or under the European Commission's Standard Contractual Clauses together with any additional safeguards the transfer requires.

9. How long we keep your data

If you do not join our talent pool: we delete your application data no later than **three months** after our last contact with you. "Last contact" means the last time you wrote to us or replied to a message we sent you; if we never hear from you after you apply, it is the date of your application. Each time you get back in touch, the three months start again.

If you join our talent pool: we keep your details for twelve months from the moment you give your consent, so that we can approach you about vacancies that may suit you. You can withdraw your consent at any time, and we will delete your details when you do, or at the end of the twelve months, whichever comes first.

If a vacancy comes up that we would like to talk to you about after your period has run, we will email you and ask whether we may keep your details longer. We only extend if you say yes; if you do not reply, your data is deleted as planned.

10. How we protect your data

We take appropriate technical and organisational measures to protect your data against loss and unlawful processing. These include access control, so that only the people involved in your process can see your application; encryption of data in transit and at rest at our suppliers; agreements with every supplier that handles your data; and confidentiality obligations for everyone involved in our hiring.

11. Cookies on our career page

Our career page uses cookies and similar techniques that are necessary for it to work, and — only with your permission — cookies that help us understand how the page is used. You can find the details, and change your choice at any time, in our cookie statement when visiting careers.conferencehotelgroup.com.

12. Contact

For any question, comment or request regarding this privacy statement, email us at privacy@conferencehotelgroup.com. You can ask us to see, correct or delete your data, to restrict or object to our use of it, to receive it in a portable format, or to withdraw your consent. You may also lodge a complaint with the Autoriteit Persoonsgegevens.

13. Changes to this statement

Any changes we may make to our privacy statement in the future will be posted on this page. Please check back frequently to see any updates or modifications.