

PRIVACY STATEMENT FOR JOB APPLICANTS

About this document

This privacy notice explains how IDA Foundation collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of job applicants for recruitment purposes. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who are we?

IDA Foundation is an independent social enterprise providing medicine and medical goods to healthcare organisations worldwide, at the best price possible. IDA Foundation strives to offer end-to-end services, from sourcing and procurement through to delivery. In between, we provide warehousing, quality assurance, documentation, insurance and transport.

Visiting address

Slochterweg 35
1027AA Amsterdam

Postal address

P.O. Box 37098
1030 AB Amsterdam
The Netherlands
Tel: +31 (0)20 4033051

Our GDPR Owners and data protection representatives can be contacted directly here:

- privacy@idafoundation.org or by phone
- GDPR owner: Michiel de Goeje +31 20 403 7186
- GDPR owner: Lieneke Krist +31 20 403 7112
- Data protection representative: Annemieke Jongbloed +31 20 410 9963

What information do we collect?

IDA Foundation collects a range of information about you. This includes:

1. Your name, address and contact details, including email address and telephone number;
2. Details of your qualifications, skills, experience and employment history;
3. Motivation letter and other documents provided for an application;
4. Information about your current level of remuneration, including benefit entitlements; and
5. Information about your entitlement to work in the Netherlands.
6. Other data relating to a specific job applicant

IDA Foundation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

How do we obtain your data?

In most cases, we receive the data directly from you. In addition to the information we receive from you, we may also receive and process data from third parties, e.g. former employers through reference checks. We also process data obtained during our interaction with you for example through interviews. In our processing register we record from which sources we have received data.

There may be instances in which the personal information that you provide to us or we collect is considered Sensitive Personal Information under the privacy laws. Those laws define "Sensitive Personal Information" as personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. We will not process Sensitive Personal Information if this can be reasonably avoided.

Why do we process your data?

We need to process your data for one or more of the following reasons:

1. To take steps at your request, prior to entering into a contract with you
2. We may also need to process your data to enter into a contract with you
3. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the Netherlands before employment starts.

IDA Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

What is the legal ground for using your data?

We process your personal data for one of the following reasons:

1. We have a legitimate interest in processing your data
2. You have given your consent to processing your data

How do we secure your data?

We handle your data carefully and take the necessary technical and organisational measures to safeguard sufficient protection of all data. We have put in place technical and organisational measures to protect your data against loss or unlawful processing

How long do we store your data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 4 (four) weeks after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 11 (eleven) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when

you submit your CV whether you give us consent to hold your details for the full 12 months after closure of the vacancy in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held is described in the privacy notice for IDA employees.

With whom do we share your data?

Your personal data is shared internally with:

1. The recruitment team;
2. The HR team;
3. The respective line managers, or interviewers involved in the recruitment process

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and employment background check providers to obtain the required background checks.

Your data is stored in the Recruitee Applicant Tracking System. IDA Foundation and Recruitee have a processor agreement in place.

What are your rights?

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have several rights regarding your personal data:

- a.** If you have opted into the processing of your data, you have the right (in certain circumstances) to opt out at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- b.** You have the right to lodge a complaint to the Personal Data Authority (www.autoriteitpersoonsgegevens.nl tel. 0900-2001201) if you believe that we have not complied with the requirements of the GDPR regarding your personal data.
- c.** Viewing or correcting data: You have the right to ask us what personal data we process about you and to have incorrect data adjusted or deleted.
- d.** In certain cases, and under certain conditions, you have the right to have the personal data that we have about you removed.
- e.** Restriction on the processing. If you believe we process your personal data unlawfully, or that the data processed by us is incorrect, you may request that the processing be restricted. This means that the data may no longer be processed by us.
- f.** Transfer of the data (data portability). You are entitled to a copy of the personal data you have provided to us for the performance of an agreement you have concluded with us or if you have given us permission to use them. This only concerns personal data that we received from you yourself, not data we received from third parties. The purpose of this right is to enable you to easily transfer this data to another party.

Using the IDA Foundation website

We are committed to safeguarding the privacy of our website visitors, including applicants.

Cookies and Google Analytics

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. We do not collect personal data, and use the information generated to create reports about the use of the website. Google will store this information. Click [here](#) to view Google's privacy policy. Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. Please note that blocking all cookies may have a negative impact upon the usability of many websites.

Third Party Websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Social media (Facebook, Twitter, LinkedIn)

You can choose to message us via our social media pages such as Facebook, LinkedIn and Twitter. We use these platforms to communicate with you reactively, or we may share updates with you if you have chosen to follow IDA Foundation's page. You may choose to 'unfollow' our page at any moment.

The use of social media is your own responsibility. This privacy statement does not apply to the way in which social media platforms deal with the personal data provided by you. Please note that many social media platforms are established outside the European Union and store data outside the European Union. The European Union's privacy legislation usually doesn't apply in that case. We would advise you to consult the privacy statement of these social media channels for more information about the way in which they process your personal data.

Adjustment of the privacy statement

The privacy legislation is not static and may be adjusted to keep up-to-date. You will find the most recent version of this privacy statement on our website.

Any questions or issues?

If you have any questions about this Policy, about the processing of your personal information as described herein, or any concerns or complaints with regard to the administration of the Policy, or if you would like to submit a request for access to the personal information that we maintain about you, please contact the GDPR Owners or the data protection representative directly or on privacy@idafoundation.org