



## Paper Support One Online Recruitment Privacy Statement (Version 1.0) 01-05-2018

### 1. PAPER SUPPORT ONE's commitment to your privacy

At PAPER SUPPORT ONE, we are committed to protecting your privacy. This Privacy Statement (the "Statement") describes the ways in which we may collect and use information about you, when you apply for a job with us or for a job at one of our clients, and during the recruitment process that follows. Note that when we refer to "PAPER SUPPORT ONE", we collectively mean " Pulp, Paper and Board Support BV.

### 2. What do we mean by personal information?

When we say 'personal information' we use it to mean information about you, and from which you could be identified, including information which may be protected under the privacy or data protection laws of the country in which you are employed, including your name, your email address, your work experience and background information.

### 3. Why do we need personal information from you?

We need to collect your personal information for a number of purposes relating to recruitment, including:

- To assess your suitability to work for PAPER SUPPORT ONE or clients of PAPER SUPPORT ONE;
- To perform requisition and applicant management activities;
- To perform precision matching to job vacancies;
- To conduct screening, assessments and interviews;
- To maintain a library of correspondence;
- To make offers and provide contracts of employment;
- To conduct pre-employment checks, including determining your legal right to work and credit checks where applicable – for more information about the pre-employment checks we carry out, please speak with your recruitment consultant; and
- To ensure that we comply with our legal obligations and, where applicable, to ensure that our recruitment processes are fair.

### 4. How long is your personal information retained?

Your personal information will be retained for as long as necessary to process your application and/or any of the purposes for which your personal information has been collected.

We may continue to hold information about you and your applications after any application process is complete, in case we need to consult it in the future if you make another application or become a PAPER SUPPORT ONE employee or an employee of one of our clients, if a dispute arises about an application that you have made or in order to contact you if potentially suitable jobs become available in the future. We will delete or anonymise your information when we no longer need it, however, although we may continue to hold purely statistical information which does not identify you in particular.

If at any stage you wish to withdraw an application, want your information removed from the system or do not wish us to contact you in relation to future employment opportunities, please let us know by sending an email to [hrm@PaperSupportOne.nl](mailto:hrm@PaperSupportOne.nl).

### 5. Who has access to your personal information?

PAPER SUPPORT ONE will only share your personal information with those who have a legitimate need to know.

Information in your profile (such as contact details) will only be available by default to the PAPER SUPPORT ONE people who need it to contact you and/or assess your suitability for a role. If you choose to provide us with your personal address, personal phone number or personal email address, these pieces of personal information will only be available to dedicated recruitment consultants during the recruitment process.

### 6. Where is your personal information hosted?

The site, including personal information relating to you, is hosted on secure servers operated by Carerix within the European Economic Area.

### 7. Do we transfer personal information outside of the European Economic Area (EEA)?

No we aren't transferring personal information outside the European Economic Area (EEA).

### 8. Do we use cookies?

Yes, this website uses the following cookies for session management only:

- A cookie is created by the application server in the pre-authentication phase. Note that cookie does not contain any confidential data.
- A cookie is created after the user authentication to match with the session server as it is the case for all web applications.
- All cookies are temporary as they are session cookies. Once the session is closed or expired, so are the cookies.