

Privacy Statement Eindhoven Airport N.V.

Working at Eindhoven Airport

Eindhoven Airport N.V. ('Eindhoven Airport') attaches great value to protecting your privacy. In this privacy statement we explain how we treat the personal data that we process when you apply for a job through the website werkenbij.eindhovenairport.nl or use any other services provided on this website.

Which personal data do we process?

The following personal data is processed through the werkenbij.eindhovenairport.nl website:

- Application details:

When you, as a visitor, provide your personal data to our website, you do this because you wish to apply for a vacancy at Eindhoven Airport. You do this by completing an online form which asks you for the following information in order to process your job application or internship application: first name, surname, telephone number, e-mail address and place of residence. You can also upload your CV and motivation letter at the same time. If you have a LinkedIn profile and want to share it with us, you can also provide the link to your profile.

For your job application, we do not need your social security number, information about racial or ethnic origin, political opinions, religious beliefs, membership of a trade union, physical or mental health or sexual life or orientation. We do not intend to process this sensitive data and therefore ask you not to write down this personal data and/or send such data to us. Where possible, we will immediately delete sensitive data and not store it.

If necessary for the job, an assessment, pre-employment screening, a medical examination or psychological assessment can be part of the application procedure. Most jobs within Eindhoven Airport require a Certificate of No Objection to be issued.

Providing personal information is (legally) not required. However, if you do not provide the requested personal data, we may not be able to assess whether you are a suitable candidate for a vacant position.

- Website data:

Eindhoven Airport's web server automatically collects IP addresses. Your IP address is a number that allows other computers on the network to identify your computer, so that data (such as internet pages) can be sent to your computer.

Furthermore, during your visit to the Eindhoven Airport website, our systems will create and consult cookies. A cookie is a compact piece of information which is stored on your computer, tablet, smartphone or other electronic device. They ensure the optimal functioning of the website and collect data in order to make the displayed information as relevant as possible to you. We make use of different types of cookies on our website. Read more about the various

types of cookies used by Eindhoven Airport, and how you can accept or refuse them in our [cookie statement](#).

Why do we process your data?

- Application details:
Eindhoven Airport uses job applicants' personal data for recruitment and selection purposes. This means that we have a legitimate interest in processing your personal data. If we store your data in our system in order to be able to approach you for other available or suitable positions or future vacancies, we will process your personal data based on your consent. We do not use your data for any other purposes.
- Website data:
Eindhoven Airport uses IP addresses to manage its website and to make it as relevant as possible to users. We do not use your data for any other purposes.

How long do we retain your data?

- Applications details:
Eindhoven Airport will delete your data one month after closing the application procedure. If you have given your consent to store your data longer for any other available or suitable positions or future vacancies, we will retain your data for up to one year after the application procedure has ended. After that, we will delete your data.
- Website data:
We delete website data as soon as your visit to the website has ended.

Who do we share your data with?

It is possible to exchange data with Eindhoven Airport using social media, including. If you, as a visitor, choose to respond (apply) using a LinkedIn account, your data will be retrieved from LinkedIn and added to your application form.

Where required for the position, we may provide your personal data to third parties who assist us in assessing your suitability for the position, such as:

- Assessment or screening agencies;
- The examining doctor, the psychologist or the person in charge of the assessment if the applicant undergoes a medical examination or psychological assessment and only if this is necessary for the examination or assessment;
- Others as needed as part of a background check.

Your data will not be shared with third parties in any other way.

Do we process personal data outside the European Union?

We do not transfer your personal data to parties outside the European Union.

Which rights do you have?

Access to, amendment and deletion of your personal data

You have the right to know what personal data on you are processed by Eindhoven Airport. If we have not obtained the data directly from you, you also have the right to know from what source they derive and to receive a copy thereof.

If your personal data prove to be incorrect, you can ask us to amend your data. You can also request us to delete personal data and to discontinue their use. If we process your personal data on the basis of your consent, and there is no other legal basis for the processing, you have the right to withdraw that consent and we will comply with your request to delete them. In some cases, we may refuse your request if, for example, we need your personal data for security reasons at Eindhoven Airport or for tax administration.

Restriction of processing and right to transfer your data

If in your opinion we are not processing your data in a correct manner, you can request a restriction of the processing. You can also ask us to transfer your digital personal data to you or to another party in a readable and usable form.

Lodging an objection

Besides requesting deletion or restriction of the processing, you can also object to the processing of personal data by Eindhoven Airport. First, you can do so if you do not agree to Eindhoven Airport using your personal data for direct marketing (for instance by profiling).

Second, you can object to the use of your personal data owing to your specific situation. If you lodge an objection, we will in principle temporarily discontinue or restrict the processing. If your objection is accepted, we will definitively discontinue or restrict the processing.

Your request and our response

If you have a question, a request or if you wish to lodge an objection, e-mail our Privacy Officer via privacy@eindhovenairport.nl. We will do our utmost to respond to your request in a timely manner.

We may ask you to send us a copy of a valid ID if this is necessary in order to confirm your identity. In that case, do not forget to cover your photo and cross out your social security number on your identification document. After identification, we will decide on your request within four (4) weeks, unless we have informed you that we need more time.

If any part of your request is unclear to us, we may ask you to specify your request and/or to supplement it, to enable us to provide you with the best possible service.

Whose privacy statement is this and how can you contact us?

Who is the controller?

This privacy statement has been issued by Eindhoven Airport N.V. and relates to the processing of data via the website werkenbij.eindhovenairport.nl. The contact details of Eindhoven Airport are:

Luchthavenweg 13
5657 EA Eindhoven
The Netherlands

How to contact our Privacy Officer?

We have appointed a Privacy Officer who is the first point of contact for questions regarding privacy. If you have questions or comments about our privacy statement or how Eindhoven Airport handles personal data, you can contact us at privacy@eindhovenairport.nl.

How to contact our Data Protection Officer?

Eindhoven Airport is part of the Royal Schiphol Group. The Data Protection Officer of the Royal Schiphol Group provides advice to us and monitors compliance with the privacy laws and regulations by Eindhoven Airport.

Questions or request for the Data Protection Officer can be mailed to privacy@eindhovenairport.nl or sent to our postal address, for the attention of the Data Protection Officer. We will forward those questions or requests to the Data Protection Officer. Together with your request, please provide your name, address, e-mail address and telephone number. As soon as possible after receipt of your request or question, the Data Protection Officer will inform you about your question or the handling of your request.

How to lodge a complaint with the Dutch Data Protection Authority?

If you are dissatisfied with the way in which we treat your privacy or handle your request or objection, you can file a complaint with the [Dutch Data Protection Authority](https://www.oia.nl).

Where can you find the latest version of this privacy statement?

If necessary, we will update this privacy statement. This may be due to changes in policies, changes in the data processing operations or changes in the systems we use to process data. You can find the most current privacy statement regarding working at Eindhoven Airport at werkenbij.eindhovenairport.nl and www.eindhovenairport.nl. We recommend that you consult this privacy statement regularly so that you are aware of these changes. You will always see the latest date of change here.

This version was issued in August 2020.