

CM.COM RECRUITMENT PRIVACY POLICY

Who is CM.com?

This recruitment privacy policy applies to all entities of the CM.com group. In this policy, "CM.com" means CM.com Netherlands B.V. together with the CM.com group entity for which the vacancy you apply for is published.

CM.com operates one central recruitment process and one applicant tracking system across the group. CM.com Netherlands B.V. and the recruiting group entity therefore jointly determine why and how your personal data is processed, and are joint controllers for that processing. You can find out which group entity is involved in your application, and obtain the essence of the arrangement between the joint controllers, by contacting recruitment@cm.com.

CM.com Netherlands B.V. has been designated as the contact point for this policy. You can exercise your rights against CM.com Netherlands B.V. as well as against the recruiting group entity.

CM.com Netherlands B.V.

Konijnenberg 24, 4825 BD Breda, the Netherlands

Chamber of Commerce 20123808

www.cm.com

What personal data do we process?

We process the following personal data:

- Name
- Address (optional)
- Contact details
- Date of birth (optional)
- Profile picture (optional)
- Motivation letter (optional)
- Curriculum vitae (CV)
- Interview Notes
- Correspondence with the CM.com Recruitment Team
- Language proficiency

- Work permit (if applicable)
- Salary indication
- IP-address

To ensure that your visit to our website is as smooth, reliable and useful as possible for you, and to enable us to make the best possible use of our website, we also use cookies and similar technologies. Please see our [Cookie Policy](#) for more information about the types of cookies we use.

Why do we process your personal data?

We process personal data for the following purposes:

- To conduct the CM.com recruitment process;
- To contact you, schedule appointments with you or to keep you informed of the recruitment process status;
- To evaluate your application;
- To conclude an (employment) agreement with you;
- To consider your preferences, for instance when you want to be contacted for possible future recruitment opportunities or if you do not want to be contacted again. We process your personal data on the basis of our legitimate interest in evaluating candidates for the recruitment process, to take steps at your request prior to entering into an (employment) agreement, and, where applicable, on the basis of your consent (for example for optional data such as your profile picture or address details).

Do we transfer your personal data outside of the EU?

In relation to job openings in the EU, we do not transfer your personal data outside of the EU without your permission. For job openings outside of the EU, we may transfer your personal data to the relevant local CM.com entity part of the global CM.com Group for the purposes stated above. Where such a transfer takes place, we ensure appropriate safeguards are in place, such as the European Commission's Standard Contractual Clauses, to protect your personal data.

We use third-party service providers to support our recruitment process, including our applicant tracking system provider. They process your personal data on our behalf under a data processing agreement and store it within the EEA.

In addition, we may share your personal data with authorized organizations and institutions or the courts if required to do so by law or by a court or regulatory body ruling.

How long do we store your personal data?

We store your personal data during the recruitment process, if this process is concluded your personal data will be deleted within 30 days unless one of the following exceptions apply:

- You give explicit consent to extend this retention period, in which case we store your personal data for a maximum of 12 months after the end of the recruitment process;
- You enter into an (employment) agreement with CM.com. You indicate that you do not want to be contacted again, in which case we store your preference together with your name and contact details to prevent us from contacting you again.

Is your personal data subject to decisions based on automatic processing?

CM.com uses pre-screening questions to check hard, job-specific requirements, for example language fluency, work permit status, or place of residence. If your answers don't meet the minimum requirement for a role, you may receive an automatically generated rejection email.

We use this automated check because it is necessary in order to take steps at your request prior to entering into an (employment) agreement: it allows us to handle a large volume of applications and to give you a quick answer where a role is not open to you. The consequence of the decision is that your application does not proceed for that specific role. You remain free to apply for other roles.

If you have received such an automated rejection, you can contact us at recruitment@cm.com. You have the right to have the decision reviewed by one of our recruiters, to explain your point of view, and to contest the decision.

Apart from this automated check, your application is reviewed and evaluated by our recruiters. No other part of the recruitment process is based on automated decision-making.

What are your rights?

You can request CM.com to access your personal data that we have collected. If the data contains incorrect information, you may request CM.com to correct and/or supplement such data. You may also request to restrict the processing, delete and/or receive your personal data.

Furthermore, you may contact CM.com at any time to object to the processing of your personal data or to withdraw your consent. If you receive an e-mail from us, you will be given an opportunity to unsubscribe at the bottom of each e-mail. If you have a complaint in relation to the processing of your personal data, you may file a complaint with the relevant national supervisory authority.

Does this apply to social media pages?

CM.com is not responsible for the processing of personal data when you visit CM.com company pages on social media websites like Facebook, Twitter, LinkedIn etc. or use other content that is not on our website or domain. The privacy policies and notices of those websites apply and we advise you to read them carefully when visiting any linked sites.

Will we change this recruitment privacy policy?

CM.com may change this privacy policy from time to time. We therefore advise you to check this page regularly to see if any changes have been made.

How can I contact CM.com?

If you have any questions and/or complaints about this Privacy Policy, or if you would like to assert any right concerning your personal data, please send an e-mail to recruitment@cm.com

For questions related to your application, please contact your recruiter via recruitment@cm.com