

Salvius Legal Recruitment Privacy Notice

At Salvius Legal, we respect your privacy and are committed to protecting your personal data. This notice describes the privacy and security practices that we employ when processing your personal data during the recruitment process. By processing, Salvius Legal means the collection, use, storage, deletion and otherwise access of personal data. This Privacy Notice explains the rights you have in relation to these practices and is in line with the General Data Protection Regulation ((EU) 2016/679) (GDPR) and the local data protection law.

This notice applies to all former, current and future employees of Salvius Legal B.V.

What type of personal data does Salvius Legal collect and use?

Personal data means all information that identifies or has the potential of identifying a living natural person. This information for example, can be your name, email address, educational and employment background.

The personal data that Salvius Legal collects, processes and saves are contact and identification details, information on education, work experience and other personal data provided in your Curriculum Vitae (CV) or cover letter, during interviews or assessments, or by third parties such as recruitment agencies or referees.

How does Salvius Legal collect and use your personal data?

Salvius Legal collects, processes and saves your personal data directly from you, from collaborating partners or from publicly accessible resources such as LinkedIn. Upon your approval, Salvius Legal might also collect personal data from named referees. Salvius Legal will process your personal data to:

- Asses your qualifications, skills and experience for the position
- Conduct reference checks
- Communicate with you about the recruitment process
- Analyze and improve our recruitment process
- Based on your consent inform you about possible future job openings
- Comply with legal or regulatory requirements

After having received your application, we will process your personal data to decide whether you meet the requirements of the position. If you are shortlisted for an interview and/or assessment, we will process personal data that you provide during interviews and/or assessments to decide whether we will offer you the position. We may also decide, upon your approval, to check referees.

For the above-mentioned purposes, your personal data may be shared throughout the Salvius Legal organization and with third parties such as service providers, related companies in the event of reorganization, and government authorities as required by law. All the third parties are required to take appropriate security measures to protect your personal data in line with this notice.

How does Salvius Legal protect your personal data?

We have put in place appropriate security measures to prevent your personal data from being lost, processed or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal data to those employees, contractors or third parties who have a business need to know. Your personal data is subject to confidentiality.

We have put in place appropriate measures to deal with any suspected data security breaches and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How does Salvius Legal store your personal data?

If you are hired, we keep your personal data for as long as you are employed by Salvius Legal. After termination of your employment we will keep your personal data for the time needed to comply with legal and regulatory requirements. Once this period has expired, Salvius Legal will delete your personal data.

If your application was unsuccessful, we will keep your personal data for a period of one year so that, 1) in the event of a legal claim, we can demonstrate that we have conducted the recruitment process in a fair and transparent way and have not discriminated against candidates on prohibited grounds and 2) so that we can contact you should a suitable job opening occur, unless you have indicated that we may not keep your personal data after the recruitment process has ended. We will request your consent, should we wish to retain your personal data after the one-year period.

How can you exercise your data protection rights?

Salvius Legal would like to ensure that you are fully informed about your rights regarding our processing of your personal data. Every applicant is entitled to the following:

The right to access: You have the right to know and inquire about what personal data we have collected and to request a copy of that data.

The right to rectification: You have the right to request us to correct any collected personal data that you believe is incorrect.

The right to erasure: You have the right to request deletion or erasure of your personal data.

The right to restrict processing: You have the right to request us to restrict processing of your personal data.

The right to object to processing: You have the right to object to us processing your personal data.

The right to data portability: You have the right to request us to transfer your personal data to another organization or directly to you.

You may also withdraw your granted consent, for us to keep your personal data on file after the one-year period has expired, at any time.

Should you wish to exercise any of the aforementioned rights, please email us at hr@salviuslegal.com. In addition, you may contact your jurisdiction's legal authority overseeing implementation of data protection laws, to file a complaint regarding the processing of your personal data.

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