

Privacy Statement Applicants

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PRIVACY STATEMENT FOR JOB APPLICANTS

1. INTRODUCTION

“albelli” collectively means Albelli B.V. including all its affiliate companies AlbumPrinter Holding B.V., AlbumPrinter Services B.V., AlbumPrinter Productions B.V., AlbumPrinter.com B.V., Albelli GmbH, AlbumPrinter Norway AS, FotoKnudsen AS and Resnap B.V. and related brands albelli, fotoknudsen, bonusprint, onskefoto and resnap.

This is albelli's Privacy Statement concerning the processing of personal data of individuals who apply for a job at albelli.

In this Privacy Statement we describe who we are, how and for which purposes we process your personal data for recruitment purposes, how you can exercise your rights regarding your personal data and all other information that may be relevant to you.

This Privacy Statement is applicable from 25 May 2018 onwards. The last modifications to this Privacy Statement were made on 16 May 2018. This Privacy Statement may be changed over time. You are advised to regularly review the Privacy Statement for possible changes. The most up-to-date Privacy Statement is published on our website.

2. WHEN DOES THIS PRIVACY STATEMENT APPLY?

albelli is based at Stationsplein 53-57 1012 AB Amsterdam This Privacy Statement is applicable to the processing, by albelli, of all personal data of individuals in the field of recruitment.

These could cover future employees, temporary workers working under direct supervision of albelli (e.g. independent contractors and trainees), future executives or non-executive directors of albelli or future members of the supervisory board or similar body to albelli.

3. WHO IS RESPONSIBLE FOR YOUR PERSONAL DATA?

albelli is the controller for the processing of your personal data. This Privacy Statement indicates what Applicant personal data are processed by albelli and for what purpose(s), and to which persons or entities the data will or may be provided. You can contact us via the contact details provided at the bottom of this Privacy Statement.

4. FOR WHICH PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

We collect and process your personal data for the purposes of the recruitment and selection procedure and to ensure its efficient and effective functioning. We use this information to assess whether a candidate qualifies for the open position, is a good fit with albelli and to be able to communicate with the candidate during the application procedure.

The categories of personal data we collect is:

- Full name
- Date of birth
- Email address
- Telephone number
- Resume and motivation/cover letter
- Lumina DISC assessment results
- Candidate skills set

When you apply for a job at albelli through our website, you consent to us processing your personal data to assess your suitability for the job and to be able to contact you. We furthermore have a legitimate interest to ensure we select and hire the best suitable candidate to process any further personal data during the application process.

Below, we explain why we collect your personal data and which data we collect for this purpose:

- **To inform you and communicate with you with regard to your job application**

If you have shown interest in a position at albelli, we store your personal data in our Recruitment database. We use the data in this database to communicate with you and to determine whether your qualifications and profile meet the requirements of that specific vacancy.

For this purpose, we process data including but not limited to your contact details, photographs (if any), recruitment information (such as your resume, employment history, education history, address) and correspondence with albelli with regard to job applications (including references).

When you apply for a job at albelli through our website, you consent to us processing your personal data to assess your suitability for the job and to be able to contact you. We furthermore have a legitimate interest to ensure we select and hire the best suitable candidate to process any further personal data during the application process, for example when a recruiter contacts you.

For this purpose, your personal data will be retained until the position has been filled. After this period, your personal data will be deleted from our systems, unless we have asked you for your consent to keep it until one year after your application.

- **To answer your questions**

If you get in touch with via phone, chat or e-mail, we will use your personal data in order to reply and answer your question(s).

For this purpose, we process your name, contact details, your correspondence with us with regard to your question and all other personal data which are necessary to answer your question.

We process your personal data for this purposes on the basis of your consent.

For this purpose, your personal data will be retained until the position has been filled. this period, your personal data will be deleted from our systems.

- **To assess and evaluate you during the recruitment procedure**

During the recruitment procedure, a personality assessment may be part of the procedure. For this purpose, we process your assessments results.

We process your personal data for this purposes on the basis of our legitimate interest to ensure that we hire the best suitable candidate.

For this purpose, your personal data will be retained until the position has been filled. After this period, your personal data will be deleted from our systems.

- **To enter into an employment contract for services with you**

If we offer you a position at albelli, we will process your personal data to prepare an employment agreement. We use your personal data for the conclusion, execution and termination of your employment agreement. We will then also store your personal data in our HR database.

If you are an independent contractor, we will process your personal data in the same way to enter into an agreement for services with you.

For this purpose, we process data including but not limited to, full name, date of birth, full address, employment contract, copy of passport, national identification number, bank details and income tax declaration (Loonbelastingverklaring).

We process your personal data for these purposes because it is necessary for entering into an (employment) contract with you.

When you are hired, your personal data will be retained for as long as we are legally required and we refer to the employee privacy statement

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

5.1 Access to your personal data within albelli

All relevant employees involved in your specific recruitment procedure have access to your personal data, but only to the extent necessary to fulfil their respective tasks. These employees are for example our recruiters, HR employees, relevant managers and relevant teams

Your personal data may be accessed by other relevant departments such as IT, and Finance, but only to the extent necessary to fulfil their respective tasks.

5.2 Access to your personal data by third parties

The following third parties may have access to your personal data where relevant for the provisioning of their products or services to albelli with regard to the recruitment process:

- o Recrutee

If your personal data are transferred to a recipient in a country that does not provide an adequate level of protection of personal data, we will take measures to ensure that your personal data are adequately protected, such as entering into EU Standard Contractual Clauses with these recipients (third parties).

In other cases, your personal data will not be supplied to third parties, except when required by law.

5.3 The processing of your personal data by data processors

When a third party processes your personal data solely on our behalf and following albelli's instructions, it acts as a data processor. We enter into an agreement with such a data processor concerning the processing of personal data. In this agreement we include, at a minimum, the following obligations to safeguard that your personal data are solely provided to the data processor to provide services to us.

6. HOW ARE YOUR PERSONAL DATA SECURED?

We have taken adequate safeguards to ensure the confidentiality and security of your personal data. We have implemented appropriate technical, physical and organisational measures to protect personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, and against all other forms of unlawful processing (including, but not limited to unnecessary collection) or further processing.

7. HOW LONG ARE YOUR PERSONAL DATA RETAINED?

When you have given consent, the retention period is extended to a year. When you have not given your consent, the data will be deleted when the position has been filled or at the latest four weeks after the recruitment procedure has ended.

8. HOW CAN YOU EXERCISE YOUR PRIVACY RIGHTS?

You have the right to request access of an overview of your personal data, and under certain conditions, rectification and/or erasure of personal data. In addition, you may also have the right of restriction of processing concerning your personal data, the right to object to processing as well as the right to data portability.

To invoke your right of access, rectification, and/or erasure of personal data, your right of restriction of processing, and/or your right to object to processing as well as to invoke your right to data portability, please contact us by using the contact details at the bottom of this Privacy Statement. Please keep in mind that we may ask for additional information to verify your identity.

9. CAN YOU WITHDRAW YOUR CONSENT?

Once given, you may always withdraw your consent. Please keep in mind that withdrawal does not have retrospective effect and the withdrawal of your consent is only possible in case you first have given your consent.

Please contact us to withdraw your consent by using the contact details at the bottom of this Privacy Statement.

10. CAN YOU LODGE A COMPLAINT?

You can lodge a complaint with us at any time by contacting our recruitment department. You also have the right to lodge a complaint with the data protection supervisory authority, in the Netherlands the Autoriteit Persoonsgegevens, when you feel we have not handled your personal data in a careful and fair manner.

11. HOW CAN YOU CONTACT US?

If you have any questions about the way we process your personal data, please read this Privacy Statement first. For additional questions or complaints, please contact careers@albelli.com