

# MetrixLab's Recruitment Privacy Notice

**MetrixLab:**

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Chamber of Commerce: 24293853

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## Recruitment Privacy Notice

### 1 Who are we and what do we offer?

We are MetrixLab, a global market research agency. We provide our Clients with consumer insights that drive smarter business decisions (our Services).

You can find more information about our Services on our Website: [www.metrixlab.com](http://www.metrixlab.com).

### 2 Privacy Notice

This is our Recruitment Privacy Notice. In this document we describe the Personal Data we process when you, as an Applicant, apply for a job at an entity of the MetrixLab group.

We also explain what role we have in the processing of Personal Data, how long we retain them and what rights you have as a data subject.

### 3 Personal Data and Controller

We process **Personal Data**. Personal Data means all information by which a person can be directly or indirectly identified.

The entity of the MetrixLab group to which you apply (your **Contact Entity**) is the **controller** regarding the processing of your Personal Data as set out in this Privacy Notice.

In its business operations, including recruitment activities, the Contact Entity is supported by MetrixLab B.V., which makes the Contact Entity and MetrixLab B.V. **joint controllers**.

Your Contact Entity and MetrixLab B.V. have entered into a joint controller agreement. One core element in this agreement is that MetrixLab B.V. is the main contact point for all privacy and data protection related matters in connection with the processing of Personal Data as set out in this Privacy Notice. MetrixLab B.V. can be contacted through [ml\\_privacy@metrixlab.com](mailto:ml_privacy@metrixlab.com).

The term 'we' or 'us' in this Recruitment Privacy Notice means the Contact Entity and MetrixLab B.V.

## 4 What Personal Data do we collect as Controller?

We may process the following Personal Data of you as an Applicant, for the purposes mentioned below.

<b>(Personal) Data:</b>	<b>Purpose(s):</b>	<b>Legal basis:</b>
<p><b>Contact details:</b></p> <p>First name and surname, e-mail address, home address and telephone number.</p>	<p>We use these data to contact you about your application.</p>	<p>We may process these Personal Data, because we have a <b>legitimate interest</b> in processing these data. We need the data to get (and keep) in touch with you and to process and review your application.</p>
<p><b>Application information:</b></p> <p>Information provided regarding your application, among others: Personal Data included in the Curriculum Vitae and motivation letter, qualifications, photo, gender and day of birth.</p>	<p><b>We use these data to:</b></p> <ul style="list-style-type: none"> <li>- assess whether you suit the job; and</li> </ul> <p>determine which Applicant is the most suitable candidate.</p>	<p>We may process these Personal Data, because we have a <b>legitimate interest</b> in processing these data and because you provide this data yourself and voluntarily. We need the data to get (and keep) in touch with you and to process and review your application.</p>
<p><b>Information retained during application process:</b></p> <p>Notes from interviews.</p>	<p><b>We use these data to:</b></p> <ul style="list-style-type: none"> <li>- assess whether you suit the job; and</li> </ul> <p>determine which Applicant is the most suitable candidate.</p>	<p>We may process these Personal Data, because we have a <b>legitimate interest</b> in processing these data. We need the data to get (and keep) in touch with you and to process and review your application.</p>
<p><b>Information from public sources:</b></p> <p>Information in public profiles, such as LinkedIn and other social networks (where applicable).</p>	<p><b>We use these data to:</b></p> <ul style="list-style-type: none"> <li>- assess whether you suit the job; and</li> </ul> <p>determine which Applicant is the most suitable candidate.</p>	<p>We have a <b>legitimate interest</b> to process these Personal Data as we need them to process and assess your application.</p> <p>We only process information that is relevant for your application and</p>

you get the opportunity to react to our findings.

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## 5 How long do we keep the Personal Data?

**We store Personal Data for as long as we need it for the above purposes:**

- **Personal data of Applicants** | We store these Personal Data for a maximum of 4 weeks after the application process, unless you have given us permission to store the Personal Data for (up to) 1 year.

If you are hired, we store certain Personal Data for a longer period. For more information, please check our Employee Privacy Notice (available on our internal Knowledgebase).

Apart from (and even after expiry of) the above purposes and corresponding retention period(s), we may process and retain certain Personal Data to comply with legal retention obligations and/or for fraud/misuse investigations or to substantiate a (judicial) claim. In such events, we will retain the Personal Data separately and only use such Personal Data for the aforementioned purposes.

## 6 Do we share your Personal Data with others?

### Processors

We use third parties (**Processors**) who support us in providing our Services and carrying out our recruitment activities. Within this context these Processors receive Personal Data from us which they process on our behalf. For instance, we use Processors for data storage, online communication and management of the application process.

Apart from the above, we may share your Personal Data within the context of a (potential) acquisition, fusion or sell of (a part of) MetrixLab.

## 7 Export of Personal Data outside the European Union

We may transmit Personal Data to parties outside the European Union, for example if one of the Processors is established outside the European Union. The Personal Data will only be transferred to countries and/or parties that provide an adequate level of protection in accordance with the European standards. You can contact us if you wish to receive more information or a copy of the safeguards we take in this scope where necessary.

## 8 Third party websites







You may find advertising or other (hyper)links on our Website that link to the websites, products and services of partners, suppliers, advertisers, sponsors, licensors or other third parties. We do not control the content or the links that appear on these websites and we are not responsible for the practices employed by websites linked to or from our Website. In addition, these websites, products and services, including their content and links, may be constantly changing. These websites, products and services may have their own privacy notices, user terms and customer service policies. Browsing and interaction on any other website, including websites that are linked to or from our Website, are subject to the terms and policies of that website.

## 9 Changes to the Privacy Notice

This Privacy Notice may be changed from time to time. The new Privacy Notice will be effective immediately upon posting on our Website. If we change our Privacy Notice significantly, then we will state so on our Website together with the revised Privacy Notice.

## 10 Your rights as a data subject and our contact data

### You have the right to...

 <p><b>Access</b> ... obtain confirmation as to whether or not your personal data are being processed by us, and, if that is the case, access to the (categories of) personal data and information about our processing activities and a copy of your personal data.</p>	 <p><b>Restriction of processing</b> ... obtain restriction of processing of your personal data under certain circumstances. In such case, we may still store your personal data, but our use of your personal data for certain purposes will be restricted.</p>
 <p><b>Rectification</b> ... obtain rectification of any inaccurate personal data concerning you. You also have right to have incomplete personal data concerning you completed.</p>	 <p><b>Data portability</b> ... receive the personal data you have provided to us in a structured, commonly used and machine-readable format and to transmit those data to another controller or have us do that for you under certain circumstances.</p>
 <p><b>Erasure</b> ... obtain the erasure of your personal data under certain circumstances, for example if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.</p>	 <p><b>Object</b> ... object to our processing of your personal data based on (among others) legitimate interest under certain circumstances. You may always object to the processing of your personal data for direct marketing purposes.</p>

You are always entitled to file a complaint with a data protection supervisory authority if you believe that we are not processing your Personal Data in accordance with the GDPR. In the Netherlands, the supervisory authority for data protection is:

Autoriteit Persoonsgegevens

Website: [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

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If you have questions or concerns about this Privacy Notice or your privacy, you can contact us at [ml\\_privacy@metrixlab.com](mailto:ml_privacy@metrixlab.com).