

Policy				
Title	Privacy and Cookie Policy - Talent Acquisition			
Identification	POL 403	Revision	R00	
Release date	26MAR2025	Expiry date	26MAR2028	
This document is approved digitally				

1. Purpose

This Privacy and Cookie Policy - Talent Acquisition (“Policy”) sets out how Stichting Iplussolutions and its affiliates, (hereinafter referred to as “i+solutions”), manages personal data of Applicants, in compliance with the General Data Protection Regulation (“GDPR”) and other applicable personal data privacy laws.

2. Scope

This policy applies to personal data processed by i+solutions, collected through our website and/or during the talent acquisition process for job positions at i+solutions (“Applicants,” “you,” “your”).

3. Introduction

- 3.1 This Policy explains how i+solutions collects, processes, retains, and discloses personal data of Applicants in alignment with GDPR and other applicable personal data privacy laws.
- 3.2 This Policy applies to i+solutions, to maintain transparency about how personal data is managed within our organization and by third parties that process personal data of Applicants on behalf of i+solutions (see POL 400 – Personal Data Privacy Policy and Code of Conduct – Business Partners). It is available to inform relevant data subjects of their rights and our practices regarding personal data processing.
- 3.3 All terms not expressly defined herein shall have the meanings assigned to them under the GDPR.

4. References

Internal:

- FRM 210-012 Terms, acronyms, and definition
- POL 400 Personal Data Privacy Policy
- Code of Conduct – Business Partners (on i+ solutions website)

External:

- General Data Protection Regulation (<https://eur-lex.europa.eu/eli/reg/2016/679>)
- Dutch GDPR Implementation Act (Uitvoeringswet AVG or UAVG) (<https://wetten.overheid.nl/BWBR0040940/2021-07-01>)

5. Policy

5.1 **Types of Personal Data Processed:** Depending on the relevant Applicant and our interactions with you, i+solutions may collect personal data including name, address, personal identification number, contact details, curriculum vitae, any other information provided by you as part of the application process. If you apply for a job position and/or are invited to an interview, we may collect further information, such as interview notes and testing results.

5.2 **Collecting Personal Data with Cookies:** i+solutions does not collect any cookie data from its website.

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5.3 **Legal Basis and Purposes of Processing Personal Data:** i+solutions processes Applicants personal data for following legitimate legal basis and purposes:

Legal Basis	Purposes
Contractual Requirement (Article 6(1)(b))	i+solutions needs to process personal data to assess and administer your applications and take the necessary steps prior to entering into a contract with you.
Consent (Article 6(1)(a))	Generally, we do not rely on consent as a legal basis for processing your personal data. Where we rely on consent (for example, in some pre-employment screening procedures), this will be made clear to you during the process and your consent is obtained prior to such processing.

5.4 **Disclosure of Personal Data:** i+solutions discloses your personal data to the following categories of recipients (in all cases, only when necessary to fulfil their functions):

- i+solutions employees, consultants, and external advisors
- Third party service providers such as recruitment agencies, IT administrative service providers and pre-employment screening agencies

5.5 **Transfer of Personal Data:** i+solutions may transfer your personal data may to countries outside the EU/EEA, specifically in Africa, based on EU standard for data protection.

5.6 **Retention of Personal Data:** We retain all the information we gather about you until you ask us to change or remove your personal data. Interview notes and testing outcomes of unsuccessful applicants are deleted generally after one year.

5.7 **Data Subject Rights:** As a GDPR data subject, you have rights including:

- Right to be Informed
- Right of Access
- Right to Rectification
- Right to Erasure
- Right to Restriction of Processing
- Right to Data Portability
- Right to Object
- Rights in Relation to Automated Decision-Making and Profiling

Rights may be subject to conditions based on processing circumstances. For questions about your rights, contact us.

5.8 **Changes to This Policy:** This Policy is subject to updates. i+solutions will maintain the latest Policy on its website.

5.9 **Contact Information:** For queries regarding this Policy, or to exercise your data subject rights, contact us at dataprotection@iplussolutions.org.

Disclaimer: While i+solutions will manage personal data in its official capacity, we are not responsible for any personal data shared independently by Stakeholders or external parties.

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6. Attachments

N/A

7. Revision History

Version	Change	Justification
00	New document	DMS-703