

## Felyx Privacy Statement for Employment Candidates

*Last review date: 16 May 2022*

felyx (hereinafter referred to as “felyx”, “we”, “us”), takes privacy of candidate employees and other staff seriously. We are committed to protect the personal data entrusted to us and we would like you to be informed about how we collect and process personal data related to you. felyx` s application management systems managed by felyx Sharing B.V.. This includes your applications for any vacancies directly at felyx Sharing B.V. as well as vacancies at felyx Netherlands B.V.; felyx Belgium B.V.; felyx Deutschland GmbH; felyx France S.A.S.; felyx Italy S.R.L. (hereinafter as the “felyx Group”).

felyx acts as Data Controller in regards to the personal data we collect from you for recruitment purposes, which in other words means that felyx is responsible for determining how and why will we use the personal data related to you. Thus, this notice is aimed at providing you detailed information on how your personal data will be used by felyx.

### 1. Responsible entity – Controller

The entity responsible for collecting, processing, and using your personal data in compliance with the applicable data protection laws is felyx Sharing B.V., Joan Muyskenweg 22, 1096 CJ, Amsterdam, the Netherlands.

### 2. Personal data that we collect

Personal data refers to any information related to an identified or identifiable individual person. This includes your name, your telephone number, your email address, your gender information, your picture, as well as other application data that you share with us in the course of your application.

We collect personal data that you provide to us when you contact us, and when you apply for a role at felyx. In general, you decide yourself which data you are willing to share with us. The amount of information that is required will vary by role but will include, as a minimum:

- Your full name, address (street address, postcode, and city/town);
- Your data of birth;
- Contact details including email address and mobile number;
- Any personal history of relevance to the role: this may include a copy of the CV/ resumé, answers to any questions which may include the disclosure of personal data, a picture of yourself (optional)

Other roles may involve the collection of:

- Driving licenses for any roles that require it;
- Verification of any qualifications that are crucial to the role;

If you are subsequently offered a role with felyx, further personal data will be collected to verify your identity (in which case we will ask for a picture of the ID and/or passport - only if your application is successfully selected and once you have accepted our offer of employment), legal residency status and the references that you have provided, as well as financial data as part of the onboarding process.

We discourage you from providing us any personal data that may qualify as sensitive personal data, such as your racial or ethnic origins, marital status, political opinions, religious or other beliefs, health, criminal records, or trade union memberships. If strictly necessary for a particular position and only if you consent to sharing such data with us, we might collect certain sensitive personal data about you, such as health related data, only for if and to the extent that is necessary to ensure we provide you adequate working

conditions. Also, we might collect and use data about your nationality or ethnicity, to assess whether a work permit and a visa will be necessary for the role. If you consent to provide us with such information, we will ensure that the information is handled in compliance with the applicable privacy laws.

For certain roles, felyx may also proactively search for candidates online, on platforms such as LinkedIn or other sites where you have published your profile within the terms you agreed to at the respective platform. We may then also use such data to evaluate whether you are suitable for any of the roles we might have.

### **3. How is your personal data collected**

We collect personal data about you from the following sources:

- Directly from you, as a candidate.
- Your named referees, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment.
- Exceptionally, from publicly accessible sources, such as LinkedIn, etc., where we collect your full name, email, work history, and other data included on your profile.

### **4. How your personal data is used**

We will use the personal data related to you for the following purposes:

- Assess your skills, qualifications, and suitability for the role;
- Communicate with you about the recruitment process;
- Conduct reference checks, when and if applicable;
- Keep records related to the recruitment process;
- Comply with any legal and regulatory requirements

### **5. Transfers of your personal data**

Within felyx, we will only share your personal data with the following third parties for the purposes of processing and managing your application and the contact with you regarding your application:

- Recruitee B.V., a private company with limited liability under the laws of the Netherlands with company number 63881829.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal data in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **6. Security**

As we have already emphasized above, we take protection of your personal data seriously within felyx. Thus, we ensured appropriate technical and organizational measures are implemented to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. Furthermore, within felyx, access to your personal data is limited to employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our specific instructions and subject to strict confidentiality obligations.

If you have reason to believe that your interaction with us is no longer secure, please immediately notify our Data Protection Officer at [dpo@felyx.com](mailto:dpo@felyx.com).

## 7. Social plugins and cookies

Social media functions may be integrated into felyx`s career website. Felyx currently uses the following social plugins and cookies.

- Indeed: enables Apply with Indeed feature. The Apply with Indeed feature allows you to quickly apply using an Indeed Resume. For details about the cookies used and the data received see Indeed's Privacy Policy. Apply with Indeed is subject to Indeed's Privacy Policy.
- YouTube: enables embedded YouTube player feature. For details about the cookies used and the data received see Google's Cookie Policy. Cookies placed by embedded YouTube players are subject to Google's Cookie Policy.
- Meta: provides us tracking and performance cookies. These cookies are used to collect information to analyze the traffic on our website and to understand how visitors are using our website (i.e. how long you spent on our website, which pages you visited etc.). Such use of cookies has the purpose of helping us improve or website. Please also note, that the information collected through the use of Facebook cookies is aggregated and anonymized.

Additionally, for more information regarding all cookies we use please check our [Cookie Statement here](#).

## 8. Personal data rights

As prescribed under the GDPR and other privacy laws and regulations, you may exercise the following rights:

- Request access to your personal data (commonly known as a "data subject access request") according to which you are entitled to inquire about and receive a copy of the personal data we hold about you and to verify whether felyx is lawfully processing it.
- Request correction of your personal data, which entitles you to have any incomplete or inaccurate data corrected.
- Request erasure of your personal data, which provides you the right to request us to delete or remove personal data.
- Object to processing of your personal data, in case the personal data related to you is processed by felyx based on legitimate interest (or those of a third party). Also, you are entitled to object to felyx processing your personal data where we are processing your personal data is conducted for direct marketing purposes.
- Request the restriction of processing of your personal data, according to which you are entitled to ask us to suspend the processing of personal data related you.
- Issue a data portability request, according to which you are entitles to request felyx to transfer of your personal data to another party.

If you would like to exercise any of the rights as listed above, you may do so by contacting your recruiter that you are in contact with, or contact our Data Protection Officer by email at [dpo@felyx.com](mailto:dpo@felyx.com).

To be able to efficiently comply with your personal data request, we kindly ask you to make it clear which of the rights above would you like to exercise exactly. To ensure efficient protection of your personal data, we will only execute requests with respect to the personal data associated with the particular email address that you use to send us your request, and we may need to verify your identity before executing your request. We will try to comply with your request as soon as reasonably practicable, and in any case within the timelines as prescribed by the GDPR,

## 9. Automated decision-making

As part of your recruitment application with felyx, you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

#### **10. Retention of the personal data related to you**

We will retain personal data related to you, for as long as needed or permitted in light of the purpose(s) for which it was obtained. The criteria used within felyx to determine our retention periods are as follows:

- the length of time we have an ongoing employee relationship with you;
- whether there is a legal obligation to which we are subject; or
- whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation or regulatory investigations).

Following the conclusion of the application process, whether or not you are offered a role at felyx, your data will be deleted after a maximum of 1 month. We may decide to retain your personal data for a longer period of time. However, we will only do so subject to your explicit consent.

If, at any time you wish to remove your application, and/or request the deletion of personal data held by felyx, you can do so by contacting [dpo@felyx.com](mailto:dpo@felyx.com).

#### **11. Updates to this Privacy Notice**

We may decide to amend this privacy notice from time to time. The “*Last review date*” section at the top of this privacy notice indicates when this privacy notice was last revised. Significant changes will be communicated and will become effective when we post the revised privacy notice on our website.

#### **12. Personal data inquiries**

If you have any questions about this privacy notice or would like to know more about how we handle personal data related to you within felyx, you may contact our Data Protection Officer.

Data Protection Officer  
Felyx Sharing B.V.  
Joan Muyskenweg 22,  
1096 CJ, Amsterdam  
E-mail: [dpo@felyx.com](mailto:dpo@felyx.com)

In case you have reasonable grounds to believe felyx does not comply with the personal data rules and regulations, you have the right to lodge a complaint with a supervisory authority or a data protection authority competent for your country or region, or where an alleged infringement of applicable data protection law occurs.