



Inalfa Recruitment Privacy Statement

February 2020

Recruitment Privacy Statement

Inalfa Roof Systems Group B.V. (and its affiliates and subsidiaries, hereinafter “Inalfa”) understands that your privacy is important to you. Inalfa is deeply committed to respecting your privacy and protecting your personal data. We have put in place technical and organizational measures to protect your personal data from loss, manipulation or unauthorized access. We continually improve our safety measures to secure your privacy and personal data.

With this Recruitment Privacy Statement, we inform you how Inalfa handles and protects your personal data. This Recruitment Privacy Statement will be modified from time to time to comply with applicable laws. Inalfa kindly asks you to check www.inalfacareers.com ('Inalfa Careers Website') regularly for any changes, as you will not be given a prior notice of changes in this statement.

What is meant by ‘personal data’?

Personal data means any information through which you can be identified as an individual person, such as your first name, surname, date of birth, address and country of residence, e-mail address and phone number.

Note that personal data may also be obtained via the documents you submit to Inalfa, such as your resume (through which your education and work history can be obtained), and via your visit the Inalfa Careers Website (through which your IP-address, click behavior and cookie ID can be obtained).

When will Inalfa collect and process your personal data?

If you apply for a job at Inalfa via the Inalfa Careers Website, Inalfa will collect and process the personal data you submit (e.g. via web forms, attached resume’s or other attached documents). Inalfa also collects and processes personal data through personal contacts, phone calls, contact forms and/or e-mails.

Inalfa has the policy not to ask sensitive personal data of its applicants, such as information about race or ethnic origin, political opinions, religious belief, health and sexual orientation.

For what purpose will Inalfa collect and process your personal data?

Inalfa will collect and process your submitted personal data for recruitment and selection purposes only and in accordance with the applicable privacy laws. Your personal data will be used to assess your job application (and the documents you attached to your job application). Inalfa will also use your personal data to respond on your application and to invite you for an interview.

In addition, Inalfa will process your personal data for the following purposes:

- Service purposes: to reach out to you with regards to the questions and comments we received from you via phone calls, e-mails and/or the contact form at the Inalfa Careers Website;
- Development and analytical purposes: to further develop and enhance the Inalfa Careers Website for statistical analysis, such as anonymous measurement of response to our vacancies.

Note that by submitting your personal data to Inalfa, you accept that Inalfa collects and processes your personal data for the above mentioned purposes.

Who will process and collect your personal data?

The Inalfa Careers Website offers you the opportunity to apply online for a job at one of the Inalfa locations worldwide. To operate as a global business, it is necessary for Inalfa to process and transfer your personal data within the Inalfa organization.

By applying for a job at Inalfa via Inalfa Careers Website you can indicate your preferences for a vacancy in a specific country via the online application-procedure. When you choose to apply for a job, the personal data you submit will be transferred to the Inalfa location in the country where the vacancy exists. The personal data you submit will only be transferred to the aforementioned Inalfa location for the purposes mentioned in this Recruitment Privacy Statement. Inalfa will make sure adequate security measures are taken for the transfer of your personal data to the countries where Inalfa operates.

By accepting this Recruitment Privacy Statement, you accept that Inalfa will transfer your personal data to the country where the vacancy exists. Note that your personal data may be processed in a country that may not be deemed to provide the same level of personal data protection as your country of origin and/or the country you recently work in.

Inalfa is responsible for your personal data and is subject to the regulations regarding personal data of the applicable laws.

Only the persons involved with the recruitment and selection procedure have access to your personal data. Inalfa obliges the processors of your personal data to respect your privacy and the confidentiality of your personal data.

In the recruitment and selection procedure, Inalfa may call upon third parties with regard to the protection, processing and collection of your personal data. Inalfa may disclose certain personal data to a third party for the purposes as described in this Recruitment Privacy Statement. Prior to disclosing any personal data, Inalfa will make sure that this third party recipient is bound to strict standards of security.

How long will Inalfa retain your personal data?

Inalfa will retain the personal data you submit for the period necessary for the purposes stated in this Recruitment Privacy Statement with a maximum of 2 months after the end of the recruitment and selection procedure for the job you applied for. After that, your personal data will be completely deleted from Inalfa's system. If you choose to opt-in in order for Inalfa to contact you for future job positions, we will retain your Personal Data for a period of one (1) year.

Can you access your personal data at Inalfa?

You have the right to contact Inalfa to find out if and what personal data Inalfa holds of you. If this data contains incorrect, incomplete or irrelevant information, you may request Inalfa at any moment to correct this information. In addition, Inalfa facilitates access to the personal data you have submitted through an online self-service system, which is accessible via the Inalfa Careers Website. Furthermore, you can request Inalfa at any moment to delete your personal data. If you would like to make a request to correct or delete your personal data, please contact Inalfa via the below mentioned contact details.

If you have any questions about the collection and processing of your personal data, you can also contact Inalfa via the below mentioned contact details.

Inalfa contact details

If you have any questions about this Recruitment Privacy Statement, please contact us at: recruitment@inalfa.com.

Inalfa reserves the right to modify this Recruitment Privacy Statement. Inalfa will post any changes to this Recruitment Privacy Statement on the Inalfa Careers Website.