

Privacy Policy

Recruitment @ bunq

Why do we have a privacy policy?

When you (the “**Candidate**” or “**you**”) apply for a vacancy via our recruitment tool on bunq.com/jobs (the “**Website**”), you provide personal data to bunq B.V. (“**we**” or “**us**”). In this privacy policy we want to inform you about our processing of your personal data. We greatly respect your privacy and are committed to protecting it. We also aim to be transparent with you by providing clear information about the personal data processed by us, the purposes thereof, the retention period and your rights; This policy is only applicable to applicants that use bunq’s recruitment website, but if you wish to learn more about bunq’s stance on privacy, we gladly refer you to our General Privacy Statement. If you have any questions about this policy or if you would like to give us feedback, please contact us at recruiters@bunq.com

What personal data do we process?

When you apply for a specific position through our Website, you will provide us with your information. For instance, you will provide us with:

1. Full name
2. Telephone number
3. Email address
4. Country
5. LinkedIn
6. Résumé
7. Motivation letter

Since you provide us with your resume, we will naturally process the personal data that you mentioned on your resume as well. In addition to above mentioned data, a resume may include the following data:

8. Date and place of birth
9. Gender
10. Nationality
11. Education
12. Experience
13. Photo and/or video (sometimes)

If we decide to start the application process, we may also process data related to the processes, which includes the following:

14. Salary expectations and/or current salary
15. Notes from the interview process (such notes may, among other things, include preferences and information about your lifestyle such as your hobbies, motivations and interests and our assessment of you as a candidate)
16. Online assessments or test assignments results
17. URL links to social media content

When you're officially hired, we are by law required to perform a background check on you, which means that we will process the following data as part of the background checks:

1. First name(s) and surname(s) and date of birth;
2. Address and contact details;
3. A copy of a valid Identity Document;
4. A complete resume;
5. Copies of diplomas and/or certifications;
6. References;
7. A recent payslip;
8. An integrity statement; and
9. A certificate of good conduct (VOG);

We don't want to process data about you that is not required for our recruitment purposes, but you can provide us voluntarily with additional information if you want to when you email us during the application process. By doing so, data from this information through the attachments will be processed as well.

Why do we process your personal data?

Your personal data (whether required or voluntarily provided to us) will only be processed for recruitment purposes. These recruitment purposes include the setting up or conducting of interviews, reviewing and discussing your application and attached documents, assessing whether to make you an offer of employment (and what the offer should consist of) and executing the required background checks and screening.

If we want to process your personal data for other purposes than mentioned above, we will ask for your explicit consent. For example, if we think you are a suitable candidate for our Talent Pool, we will ask you if we can add your information to our Talent Pool, so we can contact you if we have another position that might be of interest to you.

We may also contact you after you have finished the application process in order to conduct a survey on how you experienced your application process with bunq. We will typically only do this within one month after you have finished the application process. Participation is completely voluntary.

Disclosure of personal data?

bunq will only share your personal data with third parties for recruitment purposes or if we are legally obliged to do so. We make sure that your personal data are always protected. For instance, the recruitment tool that we use, Recruitee, is subject to a data processors agreement with us, and can only process your personal data in accordance with our instructions.

Within bunq we will also restrict access to your personal data. In principle, only those who are involved in the hiring process (recruiters, HR, team/management members that will be interviewing you, etc) can have access to your personal data and only for recruitment purposes. If we want to share your personal data for other purposes, we will ask for your explicit consent.

What is the legal basis for the processing?

We process your personal data based on legitimate interest, namely for recruitment purposes, and to fulfil legal obligations. Without processing your personal data, we can not evaluate your application and whether you are the right fit for our company. We will always make sure that we don't process data that we don't necessarily need or want for recruitment purposes or for legal obligations. If we want to process your data for other purposes, we will always ask for your explicit consent.

How long do we keep your personal data?

We will not keep your data longer than necessary for recruitment purposes or legal obligations. For applicants that are rejected, this means that we will not keep your data for longer than 4 weeks after rejection, unless you give us explicit consent to retain your data for a longer period of time (for instance, if you want to enter our Talent Pool). In this case, your data will be kept for a maximum of two years. Of course you can request us to delete or rectify your data any time you want. For applicants that are hired, this means that the information you provided to us during the recruitment process will be transferred to your personnel file. Personal data as part of the personnel file will be retained for a maximum of two (2) years after termination of the contract, unless legal obligations require us to retain it for a longer period of time.

Protection of personal data

We take the following precautions in relation to the personal data you provide us:

Security

We use a variety of technical and organisational security measures, including encryption and authentication tools to protect your personal data. Your personal data are stored on systems behind secure networks and are only accessible to a limited number of people with special access rights to such systems.

Your rights

As it is your personal data, we will make sure that you can always exercise your privacy rights. This means that you can ask us to view, correct, limit, transfer or delete the data we have on you. We will always grant your wishes, unless we are legally obliged not to do so. In this case, we will inform you why we cannot grant your request. Further information about these rights can be found in our Privacy Statement, which can be accessed via www.bunq.com/privacy.

Requests for access, correction, limitation, transfer, deletion or information can be send to recruiters@bunq.com. We will try to respond to your request as soon as possible, but in any event within one month of receipt. If you believe we have wrongfully or unlawfully processed your personal data, or if you are not satisfied with our response to your request, you have the right to file a complaint with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*). More information can be found here: www.autoriteitpersoonsgegevens.nl.

Data Protection Officer

We take your privacy seriously, so we appointed a Data Protection Officer, who is responsible for supervising our processing of personal data and advising on security and technology. Our DPO is registered at the Dutch Data Protection Authority. If, in spite of all the above, you suspect that your data are not properly secured, have been misused or if you believe that bunq does not adequately guarantee the correct processing of personal data, please send an email to privacy@bunq.com.

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