

# PRIVACY STATEMENT JOB APPLICANTS

## 1. INTRODUCTION

In this statement we explain how VodafoneZiggo uses, shares and protects the personal data it collects about you during the selection procedure.

## 2. WHO WE ARE

VodafoneZiggo consists of a number of group entities including VodafoneZiggo Employment B.V., Vodafone Libertel B.V., Ziggo B.V., Ziggo Services B.V., Ziggo Services Employment B.V. and Liberty Global Content Netherlands B.V.

The VodafoneZiggo group company you apply to is responsible for the use of your data. Which company that is, should be mentioned in the vacancy. If not, you can find out by asking the VodafoneZiggo HR recruitment department which VodafoneZiggo group company would be employing you if you are accepted.

## 3. WHICH PERSONAL DATA ABOUT YOU DO WE PROCESS?

We collect data about you from the moment you apply for a job at VodafoneZiggo. The following types of personal data can be collected by us:

- a) **Contact details**, like your name, private email address, home address, phone number;
- b) **Application details**, like your application form (electronical or in writing), cv, notes of conversations, references from previous employers and results of psychological test in the context of assessments and video interviews. Conducting job interviews through video is only allowed after your consent. You can revoke this consent at all times. If you are not keen on a video interview, this will, of course, have no negative consequences for the job application;
- c) **Details about internal applicants**, like references from VodafoneZiggo, notes of conversations, internal transfer or promotion and succession documents;
- d) **Information from cookies**, like performance and functionality cookies.

In addition, we can process sensitive personal data of you, but only if this is absolutely necessary to assess your suitability for a specific role. This includes:

- a) Information about criminal convictions or the right to work in the country where you apply. Or an examination of your background if prescribed by law. We can, for example, ask you to submit a certificate of conduct (Dutch: VOG). This certificate, issued by the Minister of Migration, declares you have not been convicted for a crime to the extent that this is relevant for the performance of your duties.
- b) Data about your age, gender or nationality in order to assess in the context of our diversity and integration goals who is applying for jobs at VodafoneZiggo – but only if you provide this information voluntarily and subject to your consent to process it. You can revoke this consent at all times.
- c) Financial data, to assess whether your financial situation poses a risk with regard to certain financially sensitive roles.

## 4. WHAT DO WE USE YOUR PERSONAL DATA FOR?

We can use the personal data we collect about you for the following purposes:

- a) **Recruitment**: We collect data about you when you show your interest in a job with us and when you apply for a specific job at VodafoneZiggo. Certain information we collect about you is essential to assess your application and to contact you during the selection procedure (like your phone number, email address and cv). If you do not provide these details, we cannot consider your application, cannot contact you to invite you for an interview or offer you a position. We can also collect data about you online, to the extent you have made these details publicly accessible, like your LinkedIn profile. As a result, we can contact you when we have a suitable position available for you. In the context of assessing and processing your application and carrying out the checks prescribed by law, the information you provide to us will be transferred to the VodafoneZiggo group company you have applied to. If you apply for more than one job, your data will be transferred to all VodafoneZiggo group companies you have applied to.
- b) **Job bank**: if you have shown interest in a job with VodafoneZiggo your data is stored by us and can be accessed by VodafoneZiggo employees to assess whether you are a suitable candidate for certain vacancies. If you have applied for a job for which you have been rejected, your data can be stored by us so we can contact you about future vacancies. We will only do this if you have given us your consent.



- c) **Creating a personnel file:** when you have been accepted for a job, the data you have provided us with during the selection procedure are stored in your employment file and used to record and monitor your employment at VodafoneZiggo.
- d) **Analysis:** in specific circumstances we can use the data you have given us during your application to assess your suitability for a role. In addition, we can use the data provided by you to report about our diversity goals. The data in these reports cannot be traced back to you as an individual. We also analyse contact details, internal and external application data and information from cookies. We have a justified interest in using your data for this purpose, which is improving our recruitment processes and improving the candidate experience and daily operations so we can provide candidates with the best possible service.
- e) **Screening:** in certain cases and based on specific criteria, automated decision-making takes place with regard to your suitability for a certain role. Each time we collect data for automated decision-making you will be informed about it. To certain roles our policy with regard to screening of applicants applies. If this is the case, you will be informed during the selection procedure.

## 5. BASIS FOR THE PROCESSING OF YOUR PERSONAL DATA

We will only collect and use data about you if we have a basis to do so. The data VodafoneZiggo processes according to this statement is mainly on the basis of a consent given by you. When you apply for a job at VodafoneZiggo you provide certain personal data and you agree to us using this data to assess your application and use it in the context of the selection procedure. We also need the data to decide on your suitability for the job and to contact you during the selection procedure. For a number of processing purposes we will ask your explicit consent. The purposes for which your explicit consent is required are described separately in this statement. Next to consent, we can also rely on our justified interest. For example, we want to be able to determine whether we meet our goals with regard to diversity and integration.

## 6. WITH WHOM DO WE SHARE YOUR PERSONAL DATA?

VodafoneZiggo does not provide your personal data to others without reason. VodafoneZiggo is allowed to do so, however, if you have given your consent or if we are obliged to do so based on the law or a court ruling or if such a provision is consistent with the purpose for which the data has been collected. We can provide your personal data to:

- a) Other members of the VodafoneZiggo Group. They will process your personal data solely for the purposes mentioned in this statement;
- b) Third parties that support us in the selection procedure in general, or in assessing your application in particular. If VodafoneZiggo hires third parties it will ensure they comply with the same privacy and protection requirements as VodafoneZiggo;
- c) Law enforcement services, government institutes, regulatory authorities, courts or other public services, if we are legally obliged to do so or permitted by law;
- d) A third party or service to the extent that disclosure is required in order to comply with applicable laws or regulations.

## 7. PROCESSING OUTSIDE THE EUROPEAN ECONOMIC AREA

For the implementation of the above it can be necessary to transfer your personal data to another member of the VodafoneZiggo Group or to third parties located (or servers of which are located) in countries outside the European Economic Area (EEA). When we transfer your personal data to a country outside the EEA, we will ensure your personal data is appropriately protected. If you are interested to learn more about the way we comply with our legal obligations in the context of the international transfer of data, you can contact our HR Recruitment department ([recruitment@vodafoneziggo.com](mailto:recruitment@vodafoneziggo.com))

## 8. HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

We retain your personal data for a period of four weeks at the most, after the conclusion of the selection procedure. If we have not offered you a job, we will keep your personal data – subject to your consent – for another period of one year at the most after the conclusion of the selection procedure. You can revoke your consent at all times.



## 9. YOUR RIGHTS

Since VodafoneZiggo processes your personal data, you have certain rights. If you want to exercise these rights, you can submit a request to the recruiter who handles your selection procedure:

**Right to access:** you can submit a request for receiving a copy of your personal data.

**Right to object:** in certain cases you have the right to object to the processing of your personal data by VodafoneZiggo.

**Right to restriction of processing of your personal data:** if you believe the personal data we have about you are incorrect or should not be processed by us, you have the right to request that we restrict the processing thereof.

**Right to rectification and supplementation:** you have the right to have personal data we have about you rectified if the information is incorrect, needs to be updated, or if you are of the opinion that the information is not accurate. Please contact our HR Recruitment department if this is the case.

**Right to be forgotten (right to oblivion):** you have the right to request that we delete the personal data we have about you.

**Right to data portability (transfer of information):** in certain cases you have the right to port the personal data you have provided to us. You can submit a request for receiving a copy of your personal data. How? By sending a detailed request by email to [recruitment@vodafoneziggo.com](mailto:recruitment@vodafoneziggo.com)

## 10. CHANGES IN THIS PRIVACY STATEMENT

It is possible that VodafoneZiggo changes this privacy statement. The website always has the latest version of the privacy statement.

## 11. DO YOU HAVE ANY QUESTIONS OR A COMPLAINT?

Should you have any questions about this privacy statement or a complaint about the way VodafoneZiggo handles your personal data, please contact our HR recruitment department on the following email address: [recruitment@vodafoneziggo.com](mailto:recruitment@vodafoneziggo.com).

If you want to get in touch with our Data Protection Officer, please send an email to [privacyoffice@vodafoneziggo.com](mailto:privacyoffice@vodafoneziggo.com).

We will do our utmost to help you. In case you are not satisfied with our reply, you can apply to the Dutch Data Protection Authority: [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

Dutch Data Protection Authority  
Bezuidenhoutseweg 30  
2594 AV Den Haag