



**Port of Rotterdam Authority N.V.**  
Rotterdam, September 2021

This privacy statement applies to all applicants and other persons who respond to job vacancies or demonstrate an interest in performing work ("Applicants") for the Port of Rotterdam Authority N.V. ("PoR").

The aim of this privacy statement is to inform you about the processing of personal data by the HR Advice Department ("Our Department") of PoR. PoR is the controller within the meaning of the General Data Protection Regulation (GDPR).

This specific privacy statement should be read in conjunction with our [General Privacy Statement](#).

Gewijzigde veldcode

**Contact details**

*Port of Rotterdam Authority N.V.*

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*3072 AP Rotterdam*

*Data Protection Officer*

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*Do you have a question or do you wish to exercise one of your individual rights? If so, contact us at [AVG@portofrotterdam.com](mailto:AVG@portofrotterdam.com)*

## 1. Introduction

Your privacy as a Job Applicant at PoR is important to us, we handle your data with care and we comply with the laws and regulations that apply to your privacy.

In this privacy statement, you can read all about how your personal data is collected as part of the application procedure and how we deal with your personal data within our department. This privacy statement also includes all your rights concerning your data and how to exercise them.

## 2. Processing personal data

When you apply for a job via the PoR website and/or by e-mail, our department records the following data about you in our recruitment system:

- First name and surname;
- E-mail address(es) and telephone number(s);
- Details of your employment history, including a Curriculum Vitae (CV), and a letter of motivation;
- Other data necessary for the implementation or application of a law;
- Other data that you have actively provided to us by handing over your CV, letter of motivation, references and/or recommendations.

In the course of the application process, we may also record the following personal data about you:

- Depending on the position you apply for, an (online) assessment (or similar skills test) may be part of the application process. The assessment agency will only share the results of the assessment you take part in with PoR with your prior consent.
- Depending on the position you apply for, a medical examination at Arbo Unie may be part of the application procedure. This is to assess your suitability for strenuous work.
- In some cases, we also process data that may be important in assessing your suitability as a candidate, including letters of recommendation and references. This is only requested after we have received your prior consent.
- Other data necessary for the implementation or application of a law;
- Other data that you have actively provided to us during one of our job interviews;

If we engage in a terms of employment interview with you, we will also request the following additional information, if necessary:

- Consultation of your salary slip for the last salary you earned. This data is not stored in the PoR systems. You are not obliged to provide us with this data. If you do not provide the requested information this will not affect the outcome of your terms of employment interview;



Applicants' privacy statement

### 3. Purposes

The personal data mentioned above, or certain elements, are used exclusively for the following purposes:

- For the recruitment and selection of (new) staff at PoR;
- Assessing your suitability for a job;
- Being able to make an offer to Applicants who have successfully applied for a position within PoR;
- Establishing and maintaining contact with you (by post, telephone and e-mail);
- Providing access to PoR sites, buildings and rooms;
- Handling any complaints and resolving disputes;
- The implementation or application of legal obligations.

### 4. Legal grounds

Our department only processes your personal data if there is a lawful basis for doing so. An explanation of these grounds is provided below.

#### ***Legitimate interest***

Processing your personal data is, in some cases, necessary to fulfil the legitimate interests of PoR or of a third party (e.g. to recruit the best possible personnel and to implement and maintain a sound personnel policy), unless these interests must give way to the overriding interest of the fundamental rights and freedoms of the Data Subject.

#### ***Fulfilment of a legal obligation***

In exceptional cases, PoR will process your personal data in order to comply with a legal obligation to which PoR is subject, for example to provide data to competent authorities upon request.

#### ***Consent***

In certain cases, we may process your data if you have given us your consent to do so, for example in the context of carrying out assessments. If we process personal data on the basis of consent, you have the right to withdraw this consent at any time by sending an e-mail to [AVG@portofrotterdam.com](mailto:AVG@portofrotterdam.com) or make this known by completing the online form "request relating to personal data" on the website [www.portofrotterdam.com/privacy](http://www.portofrotterdam.com/privacy). The withdrawal of your consent shall not affect the validity of the processing carried out prior to the withdrawal.

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#### ***Consequences of not providing personal data***

As an Applicant, you are not obliged to provide personal data. However, if you do not provide us with any or with sufficient personal data, we may not be able to carry out our work in connection with the application procedure.

### 5. Retention periods

PoR will retain your personal data for no longer than is strictly necessary for the purposes for which the personal data was collected.

We will retain your personal data for up to four weeks after the end of the application process. If you have given your consent, your personal data will be kept for a maximum of one year after the end of the application process. After this period, your data will be destroyed or made anonymous.

However, it may be necessary to retain the personal data for a longer period in order to comply with legal or regulatory obligations.

#### **6. Exchange of personal data**

Personal data may be provided to the following third parties for the above purposes:

- Service providers and/or subcontractors of PoR;
- Personal data may also be provided to third parties if this is necessary in connection with carrying out an assessment, screening and/or an examination by a medical examiner. PoR will inform you accordingly in advance.
- In certain cases, PoR is obliged by law to provide data to third parties, such as the Justice Department.
- Other authorities, if this is necessary to meet an obligation under the law or regulations with which PoR must comply.

PoR has taken appropriate organisational, contractual and legal measures with the parties to whom it provides personal data, including entering into processing agreements with processors. These measures ensure that personal data is processed carefully and securely in accordance with the GDPR.

#### **7. Transfer of personal data outside the European Union**

Our Department will not transfer personal data to country(ies) outside the European Economic Area.

#### **8. Data from other sources**

PoR may also collect and process data from other sources, including data collected via public sources.

#### **9. Rights of applicants**

Under the GDPR, an Applicant has the following rights;

- The right to access and receive a copy of your personal data;
- The right to correct your personal data if it contains factual inaccuracies;
- The right to request PoR to delete your data;
- The right to restrict the processing of your personal data;
- The right to object to the processing of your personal data;
- The right to the transferability of your data;
- The right to withdraw your consent, if the justifiable reason allows.



#### Applicants' privacy statement

If you want to exercise your rights, you can submit a request by e-mail to [AVG@portofrotterdam.com](mailto:AVG@portofrotterdam.com) or via the data subjects' rights form, which can be found on the corporate [website](#) of PoR. Please note that the above rights are not absolute. This means that PoR is not obliged to comply with a request to exercise one of the aforementioned rights in all cases.

#### 10. Complaints

If, despite the care with which the Departments concerned handle your personal data, you have a complaint about the way in which we process your personal data and/or deal with your rights, you can lodge a complaint with the Dutch Data Protection Authority ("Autoriteit Persoonsgegevens"). The latter's contact details can be found on [The website](#) of the Dutch Data Protection Authority.

#### 11. Changes to our privacy statement

This privacy statement was drawn up on 8 September 2021. PoR reserves the right to make changes to this privacy statement. We will always make the most recent privacy statement available on PoR's corporate [website](#).

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