

## **PRIVACY POLICY FOR JOB APPLICANTS**

This is the Privacy Policy of Stichting Het Rijksmuseum, having its registered address in Amsterdam at Hobbemastraat 20, (hereinafter referred to as “**Rijksmuseum**”, or “**we**”), containing a description of how we handle your personal data. The Rijksmuseum values your privacy and will always process your personal data in accordance with the General Data Protection Regulation and other applicable legislation.

### **1. Scope**

This Privacy Policy covers the personal data collected by the Rijksmuseum about its job applicants. Personal data are data that allow us to identify you as an individual, as set out below under “Personal data processed by us”. The Rijksmuseum is the controller of your personal data. We encourage you to read this Privacy Policy carefully, so that you are well-informed about what personal data is being processed and for what purposes.

### **2. Personal data processed by us**

The personal data that we collect and process from you include:

- *Your general personal data*, such as your contact details (including your name, home address, email address and phone number), date of birth, gender, photos;
- *Personal data concerning your application*, such as the information entered in the application form and on your CV, including hobbies and interests, personal characteristics, study programmes and training courses followed, language skills, work experience and references, assessment results, certificate of good conduct (VOG) and other information needed to decide on your application;
- *Other personal data*, which you choose to share with the Rijksmuseum during your application.

In general, no sensitive personal data is collected, unless you have voluntarily provided this information as part of your application process (in your CV, cover letter or during the job interview). Prior to employment, a form of screening will always take place. Depending on the position, this is a certificate of good conduct (VOG) or a different type of screening. This also applies to non-employees, such as trainees, volunteers and external personnel. The Rijksmuseum has a necessary legitimate interest in selecting and employing reliable employees. In the event that such a procedure takes place, the Rijksmuseum will process sensitive personal data about you.

### **3. The purposes and legal basis for processing your personal data**

The Rijksmuseum collects and uses your personal data during the application procedure for the purposes set out below, based on the law. Insofar as the Rijksmuseum already holds your personal data, this personal data will be used for the same purposes and on the same legal basis. If you choose not to share all your requested personal data with us, this could affect your application procedure, and thus any employment. In some cases, it could mean that it is impossible to continue the application process.

- *Required for the execution of an agreement*  
Your personal data is collected and processed for the implementation and administration of your application. The processing is necessary for security and access control and recruitment and selection procedures, for example for checking specified references. In addition, we process your personal data to handle any requests, complaints or questions from you.
- *Required to represent the legitimate interests of the Rijksmuseum*  
We may use the personal data set out above for the representation of the legitimate interests of the Rijksmuseum, including the security, development and management of our business operations and screening procedure. In addition, we use your personal data to make strategic decisions we deem necessary.
- *Required to comply with a legal obligation*  
We may use your personal data to comply with legal obligations, to comply with requests from public bodies and authorities, or to cooperate with law enforcement.

In limited circumstances, we may ask for your consent to process certain personal data. In the event we do this, we will provide you with all details of the personal data, as well as the reason why we need it. This allows you to carefully consider whether you wish to freely give this consent. We will also inform you about the fact that the consent, once granted, may be revoked by you at any time and how to do this. Please note that if you decide not to grant your consent, this will in no way affect the (employment) relationship between you and the Rijksmuseum.

#### **4. Who receives your personal data?**

Access to personal data within the Rijksmuseum is strictly limited and protected. Only employees within the Personnel & Organisation department or other relevant departments involved in your application will have access to your personal data to the extent necessary within the context of your application.

We will not disclose the personal data you provided to us to third parties without your express prior consent, unless we are required to do so for the purposes set out under section 3. For example, we may disclose your personal data to the competent authorities with respect to compliance with our legal obligations, IT hosting providers and service providers.

Third parties processing your personal data for us also do this in accordance with the General Data Protection Regulation (GDPR) and other applicable legislation. For example, a contract is concluded between the Rijksmuseum and a third party that regulates that the third party processes the personal data on the basis of instructions from the Rijksmuseum.

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

Unless otherwise stated, we only process and store your personal data within the European Union. It may occur that our service providers transfer your personal data to a country outside the European Economic Area (“EEA”) which does not offer the same level

of protection under European law as the country where you normally use your products and/or services. In that case, we will take the necessary steps to ensure that your personal data are adequately protected, such as concluding model contract provisions approved by the European Commission with parties outside the EEA. You can request a copy of these model contract provisions containing the safety precautions at [Pen0Administratie@rijksmuseum.nl](mailto:Pen0Administratie@rijksmuseum.nl).

## 6. Security

We take appropriate and reasonable security measures to protect your personal data against unauthorised access, modifications, disclosure, loss or improper use, and to protect the accuracy and integrity of your personal data. In order to ensure a risk-adapted level of security, we implement technical and organisational measures, including security with regard to access to our systems.

## 7. How long do we keep your personal data?

We keep your personal data as long as necessary or permitted with respect to the objectives for which they were obtained, and as set out in this Privacy Policy. The personal data obtained is stored for a period of twelve months, so we can approach you for future vacancies, for example. If you do not agree to this, you can indicate this and we will delete or destroy your personal data.

You can find the data retention periods in the Rijksmuseum's Data Retention Policy. You can request a copy of this policy by sending an email to: [Pen0Administratie@rijksmuseum.nl](mailto:Pen0Administratie@rijksmuseum.nl). As soon as the applicable retention period has expired, your personal data will be safely deleted or destroyed.

## 8. What rights do you have with regard to your personal data and how can you exercise these rights?

Under the applicable laws and regulations, you have a number of rights with regard to your personal data, including:

- *Right of access.* At your request we will provide you, free of charge, with information regarding the personal data we process about you.
- *Right to rectification.* At your request we will correct, supplement, block or delete your personal data in the event that these are factually incorrect, incomplete or irrelevant for the objective or objectives of the processing, or when these are processed in any other way that infringes a legal provision.
- *Withdrawal of consent.* You can withdraw your consent at any time for future processing by us of your personal data.
- *Right to restriction of processing.* If applicable, you have the right to request a restriction on the processing of your personal data by the Rijksmuseum. This means that your personal data may (temporarily) not be processed and changed.
- *Right to erasure.* If applicable, we will delete your personal data without unreasonable delay (right to be forgotten).

- *Right of opposition.* If applicable, you have the right to object to the processing of your personal data based on, among other things, the basis of the “legitimate interest” of the Rijksmuseum.
- *Right to transfer data.* If applicable, we will provide you with an overview of the personal data you have provided to us, so that these data can be transferred to another data controller, to the extent that this (data portability) is technically possible.
- *Right to file a complaint.* Finally, you have the right to file a complaint with the supervisory authority if you believe that your personal data are being processed in violation of this privacy statement.

If you wish to exercise one of your rights, you can do so by using the contact information set out below.

## **9. Contact information**

If you have any questions about this Privacy Policy, the way we process your personal data or if you want to exercise any of the above rights, please contact the Rijksmuseum using the email address below:

[Pen0Administratie@rijksmuseum.nl](mailto:Pen0Administratie@rijksmuseum.nl).

This Privacy Policy is updated from time to time. This Privacy Policy enters into force on 25 May 2018. The most recent version is published on <https://www.rijksmuseum.nl/nl/organisatie/vacatures>.