

Terms and conditions for collecting and processing personal data for the recruiting process

By applying to a vacancy at AMOLF/ARCNL, the data controller, you authorise us to collect your personal data and to use it for the purposes of a recruiting process and all hiring procedures. We will collect and process the following data: your surname, first name(s), age, profession, postal address, email address, former position(s) and/or current position (hereafter referred to as your "Data"). In addition, your Data will be used to contact you and process your application.

You are not obliged to provide this Data. Your Data is processed on the basis of your prior consent to this processing, including when the Data was collected on the basis of the legitimate interests of AMOLF/ARCNL in processing your application. If you refuse consent, your Data will be deleted from all our databases. However, please note that any failure or refusal to provide your Data will cancel the application process.

We remind you that for the processing of your Data and in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, applicable from 25 May, 2018 (hereafter referred to as GDPR), you have the right to know if we are holding your Data, and if that is the case, you possess the following rights under conditions specified in the GDPR:

- Right of access by the data subject (article 15 of the GDPR);
- Right to rectification (article 16 of the GDPR);
- Right to erasure (article 17 of the GDPR);
- Right to restriction of processing (article 18 of the GDPR);
- Right to data portability (article 20 of the GDPR);
- Right to object (article 21 of the GDPR).

All the rights listed above are personal and can only be exercised by the person who provided this Data to AMOLF/ARCNL.

To exercise your rights or make any other request concerning the processing of your Data, contact AMOLF/ARCNL directly, using the following email address: personnel@amolf.nl. For the purposes of these provisions, your Data may be retained by AMOLF/ARCNL for a maximum period of 12 months. After the recruiting process, you will receive an email asking you to choose if you want your data to be kept in the system for a maximum period of 12 months or if you want your Data to be removed from the system. If you do not respond, your Data will be deleted from our databases after 12 months.

Your Data will not be subject to automatic data processing. As part of the processing described herein, all appropriate technical, organisational, and security measures against any unauthorised access or any alteration, disclosure, destruction, or loss of your Data, hosted in European Union data centres for the entire duration of processing, are taken. Unless otherwise provided by existing legislation, regulation or court ruling, access to your Data will be restricted to those employees who are currently employed by AMOLF/ARCNL and, if applicable, to their subcontractors who need to view and/or use the data for the purposes described above.