

## **PRIVACY STATEMENT MAPPER Lithography bv**

MAPPER Lithography bv, with its registered office at Computerlaan 15, 2628XK DELFT, is responsible for the processing of personal data as set out in this Privacy Statement.

Contact details:

MAPPER Lithography bv

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[info@mapper.nl](mailto:info@mapper.nl)

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### **The personal data that we process**

MAPPER Lithography bv processes your personal data because you provide these data to us. An overview of the personal data that we process is set out below:

- First name and surname
- Gender
- Date of birth
- Place of birth
- Address details
- Telephone number
- E-mail address
- Education
- Work experience
- Other personal data that you actively provide, for instance by creating a profile on this website, during correspondence and during telephone contact

### **Special and/or sensitive personal data that we process**

It is not the intention of our website and/or services to collect data about website visitors who are under 16 years of age. Minors require permission from their parents or guardians. We cannot, however, check if a visitor is older than 16 years of age. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you believe that we have collected personal data about a minor without parental permission, please contact us at [private@mapper.nl](mailto:private@mapper.nl) and we will delete this data.

### **The purposes and basis on which we process personal data**

MAPPER Lithography bv processes your personal data for the following purposes:

In order to compare you as a candidate with our requirements for new personnel based on job application texts.

## Automated decision-making

MAPPER Lithography bv does not make any decisions that may have (significant) consequences for people on the basis of automated processing. These are decisions taken by computer programmes or systems, without the involvement of a person (for example, an employee of MAPPER Lithography bv). MAPPER Lithography bv uses the following computer programmes or systems: Qandidate (ATS) for the registration of and communication with candidates, Groupwise (E-Mail) for the registration of and communication with candidates, MS-Word and MS-Excel for recording the recruitment process.

## How long we store your personal data

MAPPER Lithography bv does not store your personal data longer than is necessary to achieve the purposes for which your data is collected. We apply the following retention periods for the following (categories) of personal data:

PERSONAL DATA	RETENTION PERIOD
- First name and surname	- Maximum period of 4 weeks* after the end of the job application procedure
- Gender	- Maximum period of 4 weeks* after the end of the job application procedure
- Date of birth	- Maximum period of 4 weeks* after the end of the job application procedure
- Place of birth	- Maximum period of 4 weeks* after the end of the job application procedure
- Address details	- Maximum period of 4 weeks* after the end of the job application procedure
- Telephone number	- Maximum period of 4 weeks* after the end of the job application procedure
- E-mail address	- Maximum period of 4 weeks* after the end of the job application procedure
- Education	- Maximum period of 4 weeks* after the end of the job application procedure
- Work experience	- Maximum period of 4 weeks* after the end of the job application procedure
- Other personal data that you actively provide, for instance by creating a profile on this website or during correspondence and telephone contact	- Maximum period of 4 weeks* after the end of the job application procedure

The reason for these retention periods is that the average turnaround time of our recruitment process is 4 weeks. This is in accordance with the statutory retention period set by the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

\* MAPPER Lithography bv may request your consent to store your personal data for a longer period (maximum period of 12 months) in order to compare you as a candidate with our requirements for new personnel based on job application texts that arise in the next 12 months (talent pool). This is in accordance with the statutory retention period imposed by the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

## **Sharing personal data with third parties**

MAPPER Lithography bv will not sell your data to third parties and will only provide these data if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We conclude processing agreements with companies that process your data on our instructions, in order to guarantee the same level of security and to safeguard the confidentiality of your data. MAPPER Lithography bv remains responsible for this data processing.

## **Our use of cookies or similar techniques**

MAPPER Lithography bv only uses technical and functional cookies as well as analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit our website. The cookies we use are necessary for the technical operation of the website and for your ease of use. These ensure that the website works properly and, for example, to remember your preferred settings. These also allow us to optimize our website. You can also opt-out of cookies by setting your internet browser to prevent cookies being stored. In addition, you can also delete all information previously saved via the settings of your browser.

## **Access, modify or delete your personal data**

You have the right to access, modify or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by MAPPER Lithography bv, and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have of you in a computer file, to you or to another organization mentioned by you. You can submit a request for access, modification, deletion and data transfer of your personal data, a request the withdrawal of your consent or an objection to the processing of your personal data to [private@mapper.nl](mailto:private@mapper.nl). To ensure that the request for access has been made by you, we ask you to send a copy of your ID along with the request. Please redact (black-out) your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) on this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within 4 weeks. MAPPER Lithography bv also wishes to point out that you have the ability to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. You can do this via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## **How we protect your personal data**

MAPPER Lithography bv takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or there are indications of misuse, please contact us at [private@mapper.nl](mailto:private@mapper.nl).