

APPLICANT PRIVACY POLICY

We highly appreciate your interest in working for Catawiki. We want to make sure that you understand what kind of information we will collect from you when you apply and how it will be used by us. You can find this information below. Catawiki B.V. is the data controller in respect of the processing of your personal data. By sending us your application, you agree to the processing of your personal data by Catawiki in accordance with this Privacy Policy.

1. Which information do we use?

There are two general categories of information we use during the application procedure.

Information you give us

To manage your online application, we process data we receive from you when you fill in the Application Form that you provide to us during the application procedure. The following information will be passed to our Recruitment department who will assess and who may contact you by phone or email.

Contact information. For the purposes of managing your online application, we will collect, process, and use your personal data that you have disclosed to us via the online application form. The mandatory fields on the application form include your full name, email address and Skype username. We need this information to be able to contact you and organise an interview. During the application procedure you may voluntarily provide us with any additional information about you.

Application information. Furthermore, in order to assess your skills and interest in career opportunities at Catawiki we ask for your resume and motivation letter. These documents may contain contact information of references. Please make sure you have gathered consent before providing their information to us.

Information we collect automatically

When you look for any of our vacancies on our Online Platform, we use cookies and other tracking techniques. Through these cookies we collect your computer IP information, device identifiers, type of operating system you are using, your location, mobile network information, standard web log data and other information. You can read more about the cookies we use in our [cookie statement](#).

2. Why do we process your information?

We may use your information to:

- evaluate and verify your education, skills, experiences and other qualification interests in connection with the relevant job opening.
- communicate with you regarding the application process.
- improve our recruitment process by analysing the source you used to apply, how many people applied to the job opening and how long the application process took.
- keep records where required under applicable laws. In the event of a successful application, we use the information provided during the application procedure for your employment record.
- investigate and prevent fraud.

3. Who do we share your information with?

For our application procedure we may use third parties that perform services for us and, in that context, also process personal data. Processors have a duty to maintain confidentiality and may only use the specific data for providing services to us on our instructions.

To optimize our application process we use the services of Greenhouse, a company providing recruiting software. For this purpose, your data is being stored and processed on servers of Greenhouse, located in the USA. Greenhouse was selected with due care and respects applicable data protection rules.

Furthermore, we may need to provide your data to third parties if we (i) feel obliged to do so, (ii) to comply with statutory obligations or court orders and (iii) to cooperate with authorities such as the police or tax authorities.

4. How do we secure your data and how long do we store it?

We take security seriously and have security procedures and technical restrictions in place to protect your data from unauthorized access, destruction or alteration.

In the event your application is successful, your personal data collected during the application period will become part of your personnel records. If Catawiki does not employ you, we will delete your data after a period of 1 month. In the event you agree to Catawiki storing your data for future recommendations, we will store your personal data for a period of 1 year.

5. How can you control your information?

If you'd like to know what information we have about you, you may ask us to provide you with an overview of your personal data. You may also ask us to delete your personal data. You can do this by sending an email to recruitment@catawiki.com. Please clarify in the subject whether it is a request to access or deletion. This makes it easier for us to help you as soon as possible. Please know that we may need to retain certain information to comply with national law or regulations. Furthermore, in certain cases you may ask us to restrict or to object to certain processing.

6. Can this Privacy Policy be changed?

Catawiki is entitled to amend or supplement the Privacy Policy at any time by posting the amended Privacy Policy on the Online Platform. The most up-to-date version of the Privacy Policy can be found on the Online Platform. We will notify you by email in the event that an amendment or supplementation will significantly affect your rights or obligations or it will bring the changes to your attention during your use of the Service.

7. Contact

Any question? You can contact us at any time using the following contact details:

Catawiki B.V.
Overcingellaan 5
9401 LA Assen
The Netherlands
E - recruitment@catawiki.com