

Bynder

Recruitment Privacy Policy

This Recruitment Privacy Policy describes the handling of personal data obtained by Bynder B.V. and its related entities and subsidiaries (“Bynder”) about internal and external job applicants during the recruitment process.

The Recruitment Privacy Policy is formally reviewed each year and is updated as often as necessary. Any update to the Recruitment Privacy Policy is posted publicly on the Website on this page.

1. What we collect and how we use it

Bynder may collect Personal Data from: you (the “Job Applicant”), our recruitment vendors, background and credit check providers, public agencies responsible for assisting in the employment eligibility and verification process, publicly available sources, and your identified references. We may collect and process the following categories of Personal Data about you:

1.1 From you

Depending on the Job Applicant’s jurisdiction, Bynder may collect and process the following Personal Data from you:

- contact information including name, title, residential or postal address, telephone number, and personal email address;
- the information in your resume, cover letter, or other application materials, or additional information provided by you during the course of your interview or other engagement with us;
- details regarding the type of employment sought, willingness to relocate, as well as job, compensation, and benefits preferences;
- information related to your background, criminal record, credit, or other information provided by your references, or other third parties, related to your employment history, skills, or qualifications;
- information related to previous applications to Bynder, or previous employment history with Bynder; and
- potentially sensitive information including information about your race, ethnicity, national origin, health, including, but not limited to, any medical condition, health, or sickness records, and data about your criminal convictions and offenses.

1.2 From and by third parties:

Bynder may collect and process Personal Data about you from third parties including: emergency contact information, beneficiary information, including potentially sensitive sexual orientation and medical information, reference information and other similar information.

Bynder also uses some suppliers internally in their recruitment and hiring processes, with which your personal information may be shared, such as [Greenhouse](#).

1.3 Collection of Other Information

For information regarding how we automatically collect information on our website when you submit your application, including our use of cookies, please see our website privacy statement available at

<https://www.bynder.com/en/legal/privacy-policy/> and our cookie policy available at <https://www.bynder.com/en/legal/cookie-policy/>.

1.4 How We Use Personal Data

We use your Personal Data, as applicable law permits, or requires, to satisfy our employment, employment application and recruitment process, or our other legitimate business interests. The Personal Data can be used for, but not limited to, the following reasons:

- Evaluate your skills, qualifications, and compatibility for the job.
- Conduct necessary background and reference checks in alignment with relevant legal provisions.
- Maintain ongoing communication with you regarding the recruitment process.
- Maintain and retain records associated with our hiring procedures.
- Adhere to legal and regulatory obligations.

We will use your Personal Data only in accordance with this Policy, and we do not sell your Personal Data for any business reason or other purpose. If we need to use your Personal Data for an unrelated purpose, we will, to the extent practicable, provide notice to you and, if required by law, seek your consent. We may use your Personal Data without your consent, where permitted by applicable law or regulation.

1.5 Automated Decision-making

At Bynder, we want to emphasize that our recruitment process is designed to ensure fairness and transparency. We do not rely solely on automated decision-making methods, which involve making decisions without human involvement, during the recruitment process.

2. Personal Data Retention and Security

2.1 Retention of Personal Data

Bynder only processes personal data for as long as required for fulfilling its obligations in the job application process. Bynder will delete your personal data four weeks after completion of the job application process. After this period, your data might be kept for up to 30 days in backups, after which it will be automatically deleted.

2.2 Extension of retention period

Bynder may request to retain your personal information for an extended period (1 year) for Job Applicants to be considered for future job opportunities.

Prior to the expiration of these retention periods, you can request to delete your personal data as described in section 3 below.

2.3 Security of your Personal Data

Data security is a matter of critical importance. Bynder uses a wide range of security measures to safeguard your data against unauthorized access and disclosure and we continually evaluate our security program to ensure its effectiveness.

2.4 Transfer of Personal Data

As an international company with offices worldwide, as well as hiring and employing people internationally, we may transfer, access and store Personal Data around the world, including to and from the United States. To comply with applicable law, we maintain strong data protection and privacy controls

to protect your Personal Data during cross-border and international transfers. (e.g. EU Standard Contractual Clauses).

We believe that your essential privacy rights are not contingent on your nationality or residency. While applicable law always governs data privacy matters, we intend for this Recruitment Privacy Policy to apply generally to Job Applicants and their Personal Data around the world. Nevertheless, privacy law is a constantly changing landscape so we reserve the right to deviate from this Recruitment Privacy Policy where applicable law provides for a different approach.

2.5 Required Disclosure of Your Personal Data

We may use or disclose your Personal Data if we reasonably determine that such use or disclosure is necessary to (a) protect our rights, operations, (b) comply with applicable laws, a valid court order, or other legal process; or (c) otherwise perform our contractual obligations with third parties.

We may transfer the data we control, including Personal Data, in the event of a company reorganization, merger, or sale.

3. Your Data and Your Rights

3.1 General Rights

As a general matter, depending on local data protection laws, you have rights that may include:

- Clear information on our processing of your Personal Data;
- Access your Personal Data that we hold, together with the right to have inaccuracies corrected;
- To have your Personal Data delivered to you in a standard electronic format;
- To object to our processing of your Personal Data, and to prevent solely automated decision making or profiling;
- To restrict our processing of your Personal Data, or have your Personal Data deleted; and
- To know what Personal Data is sold or shared and to opt-out.

3.2 Exercising Your Rights

If you wish to exercise your rights with respect to your Personal Data, you can email your request to privacy@bynder.com. California residents can also submit requests for information under the CCPA by calling our U.S.-based toll-free telephone number: 1 (877) 460-2314.

We commit to responding to your request within 30 days. If due to the complexity or volume of the request an extension is required, we will reach out to you prior to the expiration of the initial 30 days.

3.3 No Discrimination

Bynder will not discriminate against you throughout the job application process, or any other way for exercising any of your rights.

Contact

If you have questions, concerns, or comments related to how Bynder processes your Personal Data, including whether you would like to exercise the rights described herein, email us at privacy@bynder.com. California residents can also contact Bynder by calling our U.S.-based toll-free telephone number: 1 (877) 460-2314.