

# Privacy statement for job applicants to GROW

TU Delft is responsible for processing of all the GROW job applications. The privacy of job applicants is of great importance to Delft University of Technology (TU Delft). This privacy statement for job applicants explains how we deal with your personal data.

This privacy statement relates to all processing of data done by TU Delft within the framework of the job selection procedure.

## **Who is responsible for your data?**

Delft University of Technology, with its registered address at Mekelweg 5, 2628 CB Delft, is responsible for the processing of your data.

The Data Protection Officer monitors the application of, and compliance with, the General Data Protection Regulation (GDPR).

You can reach TU Delft's Data Protection Officer at [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl).

## **What personal data do we process?**

TU Delft processes the data provided by you regarding your job application. In addition to this, we also keep a record of the evaluation of your suitability for the vacancy you have applied for.

## **Purpose for which we process your data**

TU Delft collects and processes the data of applicants who wish to indicate their interest in a position within the GROW consortium, being at TU Delft, University of Amsterdam, Erasmus University Rotterdam, Leiden University and Vrije Universiteit Amsterdam. The personal data are used to assess the candidate's suitability for the position in question, but are also used, for example, to invite a job applicant for an interview.

In addition, the data are used to allow the recruitment and selection process to proceed in a responsible, efficient and effective manner as possible and to allow us to monitor and optimize this process. We do this, for example, by generating reports. The reports and any related recommendations can never be traced to an individual.

## **Basis on which we process your data**

Your data are necessary for us to be able to consider whether you are suitable for the available vacancy, with the objective (in the event that you are suitable) of concluding an employment contract.

We need to process your data in order to take steps at your request prior to entering into a contract (of employment) (GDPR Article 6(1)(b)). Without your data we cannot deal with your job application.

## **Who may inspect my data?**

Employees of TU Delft, University of Amsterdam, Erasmus University Rotterdam, Leiden University and Vrije Universiteit Amsterdam and selected external parties, involved in the recruitment and selection for the vacancy in question you are responding to, may inspect your data. Besides this, only authorized controllers of the recruitment system have access to the data within TU Delft.

### **Where is the data stored?**

The data is stored on the Airtable servers in the United States of America. TU Delft has a data processing addendum(DPA) with Airtable. This is a contract which governs the processing and protection of personal data shared between the parties. The DPA provides appropriate safeguards for the data and enforceable rights and effective legal remedies are available for affected individuals.

### **Who has access to the data?**

Airtable is unable to access the data. Airtable's data is encrypted both when it is sent to and from our servers, as well as when it is at rest. To protect your content in transit, Airtable uses 256-bit SSL/TLS encryption.

More detailed information regarding the Airtable platform, can be found [here](#).

### **Retention period**

Our retention period is four weeks from the end of the selection procedure per applicant. This term is necessary for us to be able to complete the administrative procedures involved and, in the event of cancellation, to contact other applicants.

If you have given permission but wish to retract this before the end of the retention period, please contact the GROW Project office at TU Delft via [grow@tudelft.nl](mailto:grow@tudelft.nl).

### **How can I exercise my privacy rights?**

If you apply for a job in the GROW programme, you are entitled to:

- access to your data;
- rectification of your data, if these contain factual inaccuracies;
- erasure of your data;
- transfer of your data;
- restriction of the specific processing of your data;
- object to the processing of your data.

Such a request may be submitted via [grow@tudelft.nl](mailto:grow@tudelft.nl).

### **Is anything still unclear to you?**

If you have questions about the privacy statement, please contact us at [grow@tudelft.nl](mailto:grow@tudelft.nl)