Data Privacy Policy – Recruitment

November 2020

This privacy policy explains how we use personal information we collect about you when you apply for a job at Optinova.

What information do we collect about you?

When applying for a job via our recruitment page on information we collect personal information for recruitment purposes. This information includes your citizenship, language skills, education, work experience, references, etc.

We only collect personal data that you voluntarily submit in our recruitment process for the purposes mentioned in this document.

How we use the information we collect?

We use the personal information that you have provided in order to analyse and assess your application for a job at Optinova.

Disclosure to third parties

We may share your information within the Optinova Group and its subsidiaries in order to assess your application. Only employees with the need for your information to assess your job application have the right and access to your information.

We will not share your information for any purposes with companies outside the Optinova Group.

Your information may be transferred within the Optinova Group outside of the EU and EEA in order to provide the necessary and suitable services and job to you. Service providers and third parties we use have no permission to use the information for their own purposes and they must be committed to ensure that an adequate level of data protection is achieved.

Your rights to access and correct to your information

You have the right to know what personal information we store about you and to make changes in order to correct the information. You can also request the removal of your information if you do not want us to process or store your information anymore.

If you wish to have access to, correct or remove your information, please contact us by email or mail by using the contact information below. The requested information will be provided to you in electronic format after your identity has been verified and confirmed.

We may take a small charge for repeated use of the service.

Security

We value your privacy and take appropriate measures to protect your information. When you submit your personal information to us via our website, your information is protected both online in our website and on our internal systems and networks.

Wherever we collect personal information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information on our internal systems and networks. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment and updated regularly.

Changes to our privacy policy

We regularly review and update this privacy policy and we will place updates in this document for you to read.