

WHAT PERSONAL DATA WE COLLECT – JOB APPLICANTS

29 oktober 2025

Tabel overzicht

Purpose/Activity	Personal Data Processed	Lawful Basis for Processing	Retention Period	How do we receive the personal data	Transfer of personal data to third countries
Processing applications To process your job application, we process your personal data to verify your suitability for the job, to interview you and to manage the job application process We may also share your personal data with other entities in the Ctac group, if there are relevant positions for you there and if you give us permission to do so	- Name - Address - Contact information - CV - Motivation letter - Availability - Any other personal data you choose to share with us	Our legitimate interests to process your application, to manage the job application process and to assess your suitability for the job you applied for	We store the personal data for this purpose for up to 4 weeks after the job application process has been completed or for up to 1 year if you request us to retain your data	We receive the personal data from you directly	No
Reference checks Depending on the job you are applying for, we may request to check your references. We will process the personal data of the reference you share with us. It is important that you first obtain consent from your	Reference: - Name - Contact information - Job title - Employer Job applicant: - Personal data shared by the reference (such as information about your performance)	Reference: - Consent of the reference, which must be obtained by the job applicant Job applicant: - Our legitimate interests to process your application, to manage the job application process and to assess your suitability for the job you applied for	We store the personal data for this purpose for up to 4 weeks after the job application process has been completed or, only regarding personal data shared by the reference about the job applicant, for up to 1 year if the job applicant requests us to retain this data	Reference: - We receive the personal data from the job applicant Job applicant: - We receive the personal data from the reference	No

reference to share their contact details with us					
LinkedIn checks If you apply for a job at Ctac, we will verify if you have a LinkedIn profile to verify whether the information in your CV matches your LinkedIn profile and to assess if additional information is available on your LinkedIn profile	• Name • LinkedIn profile and any personal data contained therein	Our legitimate interests to process your application, to manage the job application process and to assess your suitability for the job you applied for	We do not store your personal data for this purpose	We gather the personal data from your LinkedIn profile	No
Assessments Certain sensitive jobs require you to complete an assessment as part of the application process Your personal data will be shared with the assessment agency, Quaestus	• Name • Contact information • Performance and job history • Results following from the assessment, including characteristics regarding your personality	Our legitimate interests to process your application, to manage the job application process and to assess your suitability for the job you applied for. Assessments are only used for very sensitive jobs or jobs in higher management	We store the personal data for this purpose for up to 4 weeks after the job application process has been completed or for up to 1 year if you request us to retain your data If you are hired for the job, we will retain your assessment results for a longer period of time. For more information, we refer to the internal privacy statement for Ctac employees	We receive the personal data from you directly, except for the assessment results which we receive from the assessment agency	No

