

Appendix

Overview of purposes and legal bases:

Purpose of the processing	Examples	Legal basis
Assessing your suitability for a position or work placement	Selection based on CV, motivation, interviews and assessments; assessing references	Implementation of (pre-)contractual measures at your request (Article 6, paragraph 1 letter b GDPR)
Communication about the selection procedure	Inviting job applicants to interviews, informing them about the progress or outcome of the procedure	Legitimate interest: efficient recruitment and selection procedure (Article 6, paragraph 1 letter f GDPR)
Administrative processing of job applications	Recording data in our recruitment or HR systems, compiling files	Legitimate interest (orderly records) and/or performance of a (pre-)contract
Inclusion in talent pool or approaching for future vacancies	Retaining your data to approach you at a later time for a suitable position	Consent (Article 6, paragraph 1 letter a GDPR)
Compliance with legal obligations	VOG, integrity screenings, requests from supervisory authorities or competent authorities	Legal obligation (Article 6, paragraph 1 letter c GDPR)
Improving the recruitment process and management reports	Analysing the duration of procedures, numbers of applications, success ratios (preferably anonymised or pseudonymised)	Legitimate interest (process improvement)
Dealing with complaints and legal disputes	Recording and assessing correspondence, compiling files for putting forward a defence	Legitimate interest (defence of rights)