



## PRIVACY POLICY

1. The Genotype Experts BV (hereinafter: “**TGE**”) respects your privacy and processes personal data in the role of controller (in Dutch: “*verwerkingsverantwoordelijke*”) pursuant to the European General Data Protection Regulation (hereinafter: “**GDPR**”).
2. This privacy policy has been amended lastly on 13th November 2024. We reserve the right to amend or adjust this Privacy Policy unilaterally. Therefore, we recommend you consult this page regularly. Whenever there are substantial changes, to this Privacy Policy we will announce these this via our website.
3. By way of this Privacy Policy, we explain the following:
  - a. Which personal data we collect and how;
  - b. For what purposes and for what reasons we process your personal data;
  - c. How long we retain your personal data;
  - d. With whom we share your personal data;
  - e. How your personal data are being protected;
  - f. What rights you have concerning your personal data;
  - g. Our use of Cookies;
  - h. How to contact us.
- c. Data regarding the computer or smart phone you are using to visit our website, such as an IP-address
- d. Data regarding the visit to our website
- e. Personal data provided to us pertaining to a seminar or event you visited, your accessibility of the venue
- f. Personal data provided to us in search for a position or candidate, e.g. first and last name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to us, as well as your video in case you conduct your interview using the Video Interview feature. A record of your progress through any hiring process that we may conduct.
- g. All other personal data provided to us in view of the purposes and based on the legal basis as mentioned below.
5. We collect these personal data as these were provided to us. For instance, by providing us with your job application or by handing over your business card. We may also obtain your personal data by other means, such as by way of consulting the Chamber of Commerce and/or by consulting public sources.

### Personal data

4. With personal data we mean all information about an identified or identifiable natural person. Information that you provide when you apply for a position as a candidate or search a candidate for a position. This includes information provided through an online job site, via email, in person at interviews and/or by any other method. We can for instance process the following personal data:
  - a. Your first and last name, title
  - b. Contact details such as your e-mail address, mail address and telephone number

### Purposes for the processing of personal data

6. TGE may use your personal data for the following purposes:
  - a. To meet our legal and statutory obligations;
  - b. To offer and provide services;
  - c. To consider your application or requirements in respect of a position;
  - d. To consider your application or search criteria in respect of other roles;
  - e. To communicate with you in respect of the recruitment process;

- f. To enhance any information that we receive from you with information obtained from third party data providers;
- g. To find appropriate candidates to fill job openings;
- h. For marketing and business development activities;
- i. For the use of statistics concerning our website with a view to analyse and improve our website.

#### **Legal bases for the processing of personal data**

- 7. We process your personal data based on one or more of the following legal bases:
  - a. the execution of an agreement;
  - b. complying with a legal obligation;
  - c. legitimate interest;
  - d. your consent.

#### **Retention period**

- 8. TGE will not retain your personal data longer than necessary for meeting the purposes as set out in this Privacy Policy.

#### **Your rights as data subject**

- 9. As data subject, you have the following rights:
  - a. The right of access. This entails that you can request to have access to the personal data that has been processed.
  - b. The right to rectification of inaccurate personal data in case these are incorrect or incomplete.
  - c. The right to erasure of your personal data. However, in some cases, we may not be able to respond to such request, for instance in case of documents that are subject to the legal privilege.
  - d. The right to data portability. This entails that you have the right to receive your personal data in a structured, commonly used and machine-readable format.
  - e. You have the right to transmit your data directly from one controller to another controller, where technically feasible.
  - f. The right to object against processing of your personal data or to limit such processing. You also have the right to object to profiling.
  - g. The right to lodge a complaint with an enforcement authority.
  - h. The right to withdraw your given consent. However, the withdrawal of consent does not the processing based on consent before your withdrawal.

#### **Sharing data with third parties**

- 10. We may (need to) share your personal data with third parties, such as:

- a. Third parties who are relevant in order to provide certain services as you are a candidate or client of TGE e.g. event facilities,
- b. Third parties, such as enforcement authorities and other institutions, in order to comply with statutory and regulatory obligations.
- c. Third parties, such as external service providers which we engage to process your personal data, e.g. IT suppliers, suppliers of communication services or other suppliers we engage to assist us.

- 11. The third parties mentioned above are responsible for complying with the privacy legislation. TGE does not assume any responsibility or liability concerning the processing of your personal data by these parties. In the event that a third party processes personal data as a processor for TGE we shall conclude a processing agreement with such party.

- 12. Transfer of personal data as set out above, shall only take place for the purposes and on the legal bases laid down in this Privacy Policy.

- 13. In order to be able to provide our services, we may need to transfer your personal data to a recipient outside of the European Economic Area (“EEA”), a so-called third country. Currently, the European Commission has decided by way of a so-called ‘adequacy decision’ that personal data can flow from the EEA to e.g. Canada, Israel, Japan, United States of America (limited to the Privacy Shield framework) without any further safeguard being necessary.

#### **Security**

- 14. TGE has implemented appropriate technical and organizational measures in order to ensure protection against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. May you have any questions about the security of your personal data, or may you have obtained signals of abuse please inform us via [hello@thegenotypeexperts.com](mailto:hello@thegenotypeexperts.com).

### **Cookies**

15. TGE uses Cookies on her website. A cookie is a small text file stored by a browser on your computer.
16. Our website has been made by Wix. Wix uses several persistent cookies for purposes of session and user authentication, security, keeping the User's preferences (e.g., regarding default language and settings), connection stability (e.g., for uploading media, using e-Commerce features, etc.), monitoring performance of our services and marketing campaigns, and generally providing and improving our services. Wix's privacy policy can be found here:  
<https://www.wix.com/about/privacy>
17. It is possible to block the use of Cookies by adjusting the settings in your web browser. This may affect the functioning of our website.

### **Contact**

18. May you have further questions or would like to lodge a complaint about the processing of personal data, please contact us via:  
[hello@thegenotypeexperts.com](mailto:hello@thegenotypeexperts.com)