

## Privacy statement for applicants of Linde Gas

### Preface

We want to meet the GDPR requirements as an organization. We also find it important to inform you as an applicant about:

- the personal data that we process about you;
- the way we do that;
- the provision of data to others inside or outside Europe;
- how long we keep your data and;
- how we protect this data.

In addition, we want to inform you about your rights via this privacy statement. Finally, we want to let you know who you can go to with questions, requests or complaints. We ask you to read this information carefully.

A personal data is any information about an identified or identifiable natural person. For you, this means that that information goes directly to you or this information can be traced back to you. This can for example be about your name, date of birth and address, but also your employee number, business e-mail address or business telephone number is a personal data.

The processing of personal data concerns all actions that we can carry out with your personal data, from collecting up to and including destruction. This is therefore a very broad concept.

Actions that in any case include: collecting, recording, organizing, storing, updating, modifying, retrieving, consulting, using, forwarding, distributing, making available, bringing together, relating, shielding, erasing and destroying of data.

### Grounds on which we are allowed to process your data according to the law

We process your data for the reason that the data are necessary to decide whether we want to offer you an employment contract.

## The data we process from you

We only process the following data from you:

- your name, first names, initials, possible title, gender, date of birth, address, zip code, place of residence, telephone number and other information that we need to be able to communicate with you, such as your e-mail address;
- data as referred to under the first bullet, of the parents, guardians or guardians of you if you are a minor;
- information about courses, courses and internships followed by you and to be followed;
- information about the position you are applying for;
- information regarding the nature and content of your current job, and details about the termination of that current job;
- information about the nature and content of the previous jobs you have had and about the termination of those jobs;
- other data with a view to fulfilling the function, which have been provided by you or which are known to you;
- other data necessary for the implementation or application of a law.

The processing of the above data only takes place for the assessment of your suitability for a function that is or may be available.

## Transfer of your personal data

In principle, we only use your personal data for ourselves in the context of the application process. We only use this information for the purposes for which this data was obtained by us.

## The storage of your personal data

Linde Gas stores the data of applicants during and after the recruitment and selection procedure. After the recruitment and selection procedure, the data of applicants will be retained for a maximum of 1 month. After the period in which the details of the applicant are saved has expired, they will be removed from the Linde Gas system.

## Securing your personal data

The security of your personal data is properly regulated by physical, administrative, organizational and technical measures. We therefore have an appropriate level of protection. We also update this periodically whenever necessary.

## Your rights

Under the GDPR, you have the right to ask us in respect of the personal data that we process about you:

- insight into your data
- a copy of your data (with the exception of personal notes from your supervisor (s) or others within our organization);
- receive information about the processing of your data (this privacy statement also applies for this, but you may still have questions that are not answered);
- complete incomplete information when necessary for the purpose for which the data is processed;
- in certain cases to have your data deleted;
- in certain cases to "limit" the data we process about you
- in certain cases to object to the use of your data;
- submit a complaint to the competent organization that monitors compliance with the privacy legislation in the Netherlands. In the Netherlands, this is the Dutch Data Protection Authority (AP) in The Hague. We appreciate it in this case if you first contact us to see if we can solve your complaint.

If you wish to appeal to your rights, you can contact the contact person mentioned in this privacy statement. If we have good reasons to refuse your request, we will explain why this is so.

## Contact

With questions, requests or complaints about the processing of your personal data, you can contact our HR department, [HROffice.lg.nl@linde.com](mailto:HROffice.lg.nl@linde.com)

## Date and adaptation of the privacy statement

We reserve the right to amend this privacy statement. This privacy statement is from May 25, 2018.