

Privacy Statement for Applicants to Swagelok Nederland

At Nederland Sales & Services B.V. (Swagelok Nederland), we believe it is important to handle your personal data with care. In this privacy statement, we explain which data we process when you apply for a position, why we do so, how long we retain your data and what rights you have. In doing so, we act in accordance with the General Data Protection Regulation (GDPR).

1. Data Controller

Nederland Sales & Services B.V. (Swagelok Nederland) is responsible for processing personal data provided in connection with a job application.

Contact Details

Nederland Sales & Services B.V. (Swagelok Nederland)
Coenecoop 19
2741 PG Waddinxveen
info@swagelok.nl
+31 (0)88 9090 707

If you have any questions about this privacy statement or the processing of your personal data, you can contact us using the contact details above.

2. What Personal Data Do We Process?

When you apply for a position at Swagelok Nederland, we may process the following personal data:

- Name, address and place of residence
- Telephone number
- Email address
- Curriculum Vitae (CV)
- Cover letter
- Education details
- Work experience
- Competencies, skills and qualifications
- Any references, insofar as they have been provided by you or requested with your consent
- Notes taken during interviews
- Correspondence relating to your application

We ask that you do not share any special categories of personal data with us, such as data concerning health, religion, political opinions, sexual orientation or other sensitive personal data, unless this is legally required.

3. For What Purposes Do We Use Your Data?

We process your personal data for the following purposes:

- Assessing your suitability for a vacancy;
- Conducting job interviews;
- Het onderhouden van contact gedurende de sollicitatieprocedure;
- Carrying out a careful selection process;
- Preparing a possible employment contract;
- Complying with legal obligations.

The processing takes place because it is necessary to take steps at your request prior to entering into an employment contract.

4. Who Has Access to Your Data?

Your personal data will only be accessed by employees of Swagelok Nederland who are involved in the recruitment and selection process, such as the HR manager, directly involved managers or future direct colleagues who are involved in the application process.

If we use external service providers, such as a recruitment platform or assessment partner, they will process your data solely on behalf of Swagelok Nederland and under appropriate contractual arrangements.

We do not sell or provide your personal data to third parties for commercial purposes.

5. How Long Do We Retain Your Data?

If your application does not result in an employment contract, we will delete your personal data no later than four weeks after completion of the application process.

With your explicit consent, we may include your data in our talent pool for future vacancies. In that case, we will retain your data for a maximum of one year after the end of the application process.

You may withdraw this consent at any time.

If you become employed by Swagelok Nederland, relevant application data may become part of your personnel file.

6. How Do We Protect Your Data?

Swagelok Nederland takes appropriate technical and organisational measures to protect your personal data against loss, unauthorised access, unwanted disclosure or unlawful processing.

Our systems are accessible only to authorised employees who need this data to perform their duties.

7. Your Rights

You have the right to:

- Request access to your personal data;
- Have incorrect personal data corrected;
- Have your personal data deleted;
- Object to the processing of your personal data;
- Have processing restricted;
- Withdraw your consent where the processing is based on it.

To exercise these rights, you can contact Swagelok Nederland at info@swagelok.nl.

8. Complaints

Do you have a complaint about the processing of your personal data? Please contact Swagelok Nederland first so that we can work together to find a solution.

In addition, you have the right to lodge a complaint with the Dutch Data Protection Authority.