Recruitment Privacy Policy

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Hey there potential future Xebian!

At Xebia, we want you to know that we care about your privacy, especially when you're applying for a job with us. This privacy policy explains how we handle your personal info during the hiring process.

1. What Info We Collect

When you're looking to join Xebia, we might need these details from you:

- Your name, contact information (like your email and phone number), and anything that helps us recognize you.
- Your resume, CV, and cover letter.
- Where you've worked before, your education, skills, and what makes you tick.
- Recommendations from people.
- Notes from our chats and how you did in any assessments.

Because we are the ones that need your information and decide what to do with it, we are the data controllers. The system on which we store your information is called Recruitee, though some of your information such as email address and name will also likely end up on:

- Microsoft (Outlook, Calendar, Teams)
- Slack
- Google (Google calendar)

Of course, please note we also have a general privacy policy for our website visitors that likely also applies to you (that’s probably how you ended up finding the job posting you’re applying for now).

2. Why We Need It

We need this info to:

- Check out your application and see if you're the right fit for us.
- Chat with you about the job specifics.
- Any assessments or follow-ups needed.
- Invite you to future events down the line related to the position you applied for.

3. Why We're Allowed to Do This

We're allowed to use your info because:

- When you apply to the position, you are asked to consent to this policy as well
- Our legitimate purpose in processing your personal data is to determine whether you're the right fit for the job (and others, please see section two on why we need your personal data).

4. Who Has Access to Your Info

We're not spreading your info everywhere, just the people who need access:

- The team at Xebia who help out picking new team members.
- If necessary, any legal or regulatory requests that requires us to disclose your information.

5. Where Your Info Might Go

Sometimes, we might send your info to places outside of the EU zone, but don't worry, we'll keep it safe like it's our own and make sure we abide with the laws.

Either way, the main system we use to store all the more "personal" notes about your interviews etc. is hosted solely in the European Union.

6. How Long We Keep It

We're not holding onto your personal data forever, just for as long as we need it. For our purposes, we need to keep your data for three years, so we can contact you again if you weren't selected for a specific position due to a lack of experience or need to build up further skills!

We might send you an email to ask whether we can keep you in our talent pool after the three years are over to renew your consent. If not, we will delete your data automatically after one month at the latest.

7. Your Rights

You've got some say in all this too:

- You can ask to see your info and fix it if it's not right.
- If you're not interested in working for Xebia in the future, you can ask us to delete your information and/or stop contacting you or using your data as outlined in this Privacy Policy.

If you wish to exercise your rights, you should email your recruiter to ask, recruitmentnl@xebia.com or please send your request to the Privacy Office:

- Xebia Group B.V.
  Laapersveld 27
  1213 VB Hilversum (The Netherlands)

or

- E-mail: privacy@xebia.com

Please specify in your request, insofar as possible, to which Personal Data your request relates and what right you wish to exercise. We aim to respond to your request as soon as reasonably possible.

8. Talk to Us

If you're unsure about anything or want to talk about your information, just contact our Privacy Office:

- Xebia Group B.V.
  Laapersveld 27
  1213 VB Hilversum (The Netherlands)

or

- E-mail: privacy@xebia.com

9. Changes and Updates

We might change this policy a bit now and then. We'll tell you through an email if we make big changes.


Xebia
Shaping Tomorrow
with AI Today™