



TSH APPLICANT PRIVACY STATEMENT

Last updated: December 2022

WHAT IS THE PURPOSE OF THIS DOCUMENT?

This Applicant Privacy Statement (the “**Statement**”) outlines the personal information we hold about the people who apply to work with TSH and how we handle that personal data. Personal information or data means any information enabling the direct or indirect identification of you or other natural persons (“**Personal Data**”).

This Statement describes your privacy rights regarding the collection, use, storage, sharing and protection of your Personal Data by **TSH Management B.V.** and any of our related affiliates and subsidiaries worldwide (collectively, “**TSH**” “**us**” or “**we**”). Unless specifically stated, this Statement applies to you, regardless of the country in which you are located.

TSH is a “**data controller**”. This means that we are responsible for deciding how we hold and use personal information about you.

PERSONAL DATA THAT WILL BE PROCESSED AS PART OF THE APPLICATION PROCESS

We collect and process Personal Data about you when you apply for a job (whether as an employee, contractor, partner or otherwise) with us. This may include, to the extent permitted by the law of your country:

Information you provide to us:

We may collect and store any information you provide to us through your job application, including:

- Device and browser IP-address, source website behavior on our website;
- contact information (such as your name, address, phone number, email address, and other similar information);
- CV, cover letter, previous work experience, future business plan, education, and transcripts;
- desired salary, date available, employee referral;
- identification, such as your passport number, government identification numbers (e.g. Social Security Number) where permitted, immigration status; and
- any other information you submit to us, including any correspondences you may have with us during the application process.

Information from other sources:

We also may obtain information about you from other sources to the extent permitted by applicable law, such as through your contact with or from third parties, including recruiters, clients, employment research firms, identity verification services, occupational health providers, the references you provide to us, websites and other publicly accessible information on the Internet.

Where permitted by local law, we may request background or credit checks from public authorities or financial institutions to evaluate your eligibility for employment in a specific role (Management or role of significant influence and/or integrity) or certain projects.

PURPOSE OF PROCESSING PERSONAL DATA

TSH may process your Personal Data for the following purposes:

- To learn more about the behavior of the visitors of our careers website to improve our recruitment process and this website.
- To assess your skills and interest in career opportunities at TSH, process your application, analyze your qualifications and verify your identity and your eligibility to work for TSH (whether as an employee, contractor, partner or otherwise).
- To communicate with you about your application, respond to your inquiries, schedule interviews,



appointments and phone calls and send notices to you about other open positions.

- To protect the security of TSH premises, assets, systems, and intellectual property, enforce company policies and permit the functionality of our online portal, including to authorize the creation of online accounts and reset passwords.
- Where permitted by applicable law we may conduct background checks, which may include verification of skill proficiency, criminal history, financial history and other information that may be necessary for determining your qualifications and eligibility
- To comply with applicable laws and protect TSH legitimate business interests and legal rights, including, but not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.
- To assess qualifications in the event you are employed with TSH and subsequently transfer to a different TSH team or entity.

LEGAL GROUND

We process your Personal Data because it is necessary to assess your job application (for example, reviewing your qualifications is necessary to determine your eligibility for a position).

TSH may also process your Personal Data where we are required to by law (for example, to comply with record keeping, auditing, tax or other employment law obligations), or when it is in TSH's legitimate interests and when these interests are not overridden by your privacy and data protection rights, such as to protect the security of our facilities.

WITH WHOM THE DATA WILL BE SHARED

Personal Data will be restricted internally to departments and employees on a need-to-know basis in accordance with internal policies.

Personal Data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the protection of TSH legitimate interests in compliance with applicable laws.

We may also share Personal Data with organizations that assist us with recruitment activities, such as with recruitment agents, and third parties conducting background checks.

RETENTION PERIOD

TSH will retain your Personal Data for as long as we need it to process your application. If your application results in employment with us, the information provided may be retained for purposes of your employment.

SECURITY

We take appropriate technical and organizational measures to protect your Personal Data from loss, misuse, unauthorized access, disclosure, alteration or destruction. TSH is committed to ensure that Personal Data can only be accessed on a "need to know" basis. We have procedures in place to deal with any suspected or actual Personal Data breaches and will notify you and the relevant regulator of the occurrence of such a breach if we are legally required to do so.

YOUR RIGHTS

We want to make sure that you are fully in control of your Personal Data. You have multiple rights, and we want to ensure they are respected.

Right of access: If you want to know what Personal Data we have collected and/or processed from you, you can request TSH to provide an overview.



Rectification: If you believe that the Personal Data that we process is incorrect, inaccurate or incomplete, you may ask us to change or remove such Personal Data.

Erasure ('Right to be forgotten'): If you want us to remove the Personal Data we have collected and/or processed from you, you can request TSH to erase your Personal Data.

Restriction: Instead of requesting erasure, you may also request us to restrict the way we are processing your Personal Data if this right to restriction does not conflict with a processing activity that is required for the performance of the contract, required by law and does not outweigh a TSH legitimate interest.

Portability: If you want to transfer the processed Personal Data to another Controller of your choice, you may request us to provide you with a copy of your Personal Data in a structured, commonly used, and machine-readable format.

If you wish to exercise any of the rights listed above, please contact us via email privacy@thesocialhub.co.

Note that under certain conditions, we may not be able to or permitted to satisfy your request, for example if we are under a legal obligation to retain or process certain Personal Data, we hold about you. If that is the case, we will let you know as soon as possible. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information or to exercise any of your other rights