

Applicants Privacy Statement

Purposes

Personal data received from applicants by Aeon Plaza Hotels and affiliated companies is only used for the recruitment process (both open applications and applications for a vacancy within Aeon Plaza Hotels).

Data of applicants

Aeon Plaza Hotels receives and processes applicants' data obtained in the following ways:

- Through job sites where the vacancies of Aeon Plaza Hotels and affiliated companies have been posted;
- Through recruitment firms;
- Received directly by email from the applicant;
- Received directly by phone from the applicant;
- Received directly through personal contact with the applicant;
- Through the application form of Aeon Plaza Hotels, completed by the applicant.

Data includes: name, address, birth date, gender, language, email, telephone number, applicant education (training, courses, etc.), labour history (previous employers, references, etc.).

Applicants' data gathered and processed by Aeon Plaza Hotels is adequate, relevant and not superfluous for the specific purposes for which it is gathered and processed. Aeon Plaza Hotels does not gather or process sensitive information on applicants, such as race, religion, health etc. If an applicant provides Aeon Plaza Hotels with sensitive personal information unsolicited, the applicant gives permission to Aeon Plaza Hotels to use this for recruitment purposes. Aeon Plaza Hotels does not sell or trade applicants' data to any third party.

Retention of data

Aeon Plaza Hotels stores applicants' data during the recruitment procedure. After the recruitment procedure Aeon Plaza Hotels removes applicants' data within one month after the end of the recruitment procedure. Aeon Plaza Hotels can retain applicants' data for a maximum of 1 year after the end of the recruitment procedure, only after explicit permission from the applicant, if there is a 'business need' to do so, such as retaining an applicant's CV in case a suitable vacancy should arise in the future.

Protection

Aeon Plaza Hotels uses a number of technical, physical and organisational security measures to ensure the integrity, accessibility and confidentiality of applicants' data and protect them against access by unauthorised persons, incorrect use, changes, illegal or erroneous destruction and/or loss. All employees of Aeon Plaza Hotels and affiliated companies involved in the recruitment procedure have access to the applicants' data. Aeon Plaza Hotels obliges employees involved in the recruitment procedure to handle applicants' data confidentially and respect the applicants' privacy. Third parties processing applicants' data on behalf of Aeon Plaza Hotels is also supposed to take sufficient security measures.

Applicants' rights

The applicant has the following rights regarding his or her personal data:

- To inspect his or her personal data retained by Aeon Plaza Hotels;
- To correct his or her personal data. This includes: adding to, deleting, blocking or ensuring in any other way that the applicant's data is no longer used.

If applicants want to use one of the aforementioned rights, they can contact the Human Resources Department of Aeon Plaza Hotels by email: hr@aeonplazahotels.com.