



## Recruitment Privacy Notice

Hi there!

At Bird we do everything in our power to protect your data and give you full control over your personal data. We made a commitment to apply the highest data protection standards to all our employees' data and grant all of them the same rights, regardless of their geographical location.

One of these standards focuses on the provision of transparent information about Bird's processing activities related to your personal data as an applicant. For this purpose we have drafted this informative document. You can read all about the personal data the company processes about you, the legal basis and purposes for which it is collected, with whom data is shared, the duration for which it is retained, and what your rights are in relation to the data you share with us.

For information on how we handle personal data in general, please see our [Privacy Statement](#).

Happy reading!

Bird | Data Protection Team



## **Data Controller and Contact Information**

MessageBird B.V. (d/b/a Bird) is the data controller for your personal data. You can reach our Data Protection Officer at [privacy@bird.com](mailto:privacy@bird.com) or at our physical address:

Messagebird B.V. (d/b/a Bird)  
attn. Legal Department (Data Protection)  
Keizersgracht 268  
1016 EV Amsterdam  
The Netherlands

## **Data We Collect**

When you apply for a role at Bird, we will collect, store and use the following categories of data:

- information from your application form, including name, title, address, phone number, personal email address, date of birth, education history, employment history and other qualifications
- all information you include in your curriculum vitae and cover letter
- information made available to us on platforms we actively use for recruitment, such as LinkedIn
- information you share during or prior the interview process

## **How We Collect Data**

We collect personal information about you from the following sources:

- you, the candidate
- recruitment agencies we may have engaged
- professional networking profile, such as LinkedIn
- referees who named you for the position

## **How We Use Your Data**

We will use your personal information for the following purposes:

- assess your skills, qualifications and suitability for the role you applied for
- verify the information you provide in your application materials
- communicate with you about the recruitment process, including scheduling interviews and providing feedback
- conduct relevant background checks (with your consent) necessary for the role
- maintain records of our recruitment process for legal and compliance purposes, such as to establish, exercise or defend against legal claims
- analyze and improve our recruitment process



## **Legal Basis for Processing Your Data**

The legal basis for processing your data is consent, provided by you when applying for a role via our careers page.

## **Sharing Your Data**

We will only share your data with third parties in order to adequately process your job application. We may share your data with employees employed by other legal entities in the Bird Family (e.g., subsidiaries). These employees and related entities will only use the data as described in this notice. We may also share your data with our third-party service and technology providers, like our hosting providers and other parties assisting us in the recruitment process, such as background check companies and applicant tracking system (ATS) service providers. All third-party service providers and other entities in the group are required to take appropriate security and data protection measures to safeguard your personal information in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We require all third parties processing personal data on our behalf to have appropriate technical and operational security measures in place to protect your personal data. We further require that they do not share your personal information with any third parties without our explicit consent and without guaranteeing adequate security standards and that they will hold it securely and retain it for the period we instruct.

## **International transfer of data (outside EEA)**

As a global, cloud based enterprise, our usage of the internet almost always involves the international transmission of personal data, both within and outside the European Economic Area (EEA).

We make sure our third-party service providers and partners outside the EEA have sufficient guarantees and safeguards in place to properly process and protect your personal data. We always make sure we contractually agree on data processing obligations to protect the rights and freedoms of all individuals, inside and outside the EU, and ensure compliance with the GDPR.

## **Retention of Your Personal Data**

Your personal data will be processed for the duration for which you are considered for the role you applied to. After the decision is made that you are no longer in the running for that particular role, your personal data will be subsequently retained for a default period of four weeks.



On the application form we ask for your consent to retain your application data for a period of one year. You are entirely free to decide if you would like to do so. You can also change your mind later on and withdraw your consent again by contacting [privacy@bird.com](mailto:privacy@bird.com). We would like to keep your personal data for one year rather than four weeks so that we can make you aware of any suitable alternative roles that arise during this period.

After this period, we might keep data in a non-identifiable form for archival, statistical and/or other legitimate purposes. None of it will be able to identify you as an individual directly or indirectly.

If you submit an unsolicited application that is not submitted through our official channels, we will use and retain your data only for the purposes of considering you for the specific position you applied for and in accordance with this Notice.

## **Your Rights**

You have certain rights regarding your personal data under applicable data protection laws. These may include:

- **Right to Access:** You can request confirmation whether we hold your personal data and, if so, request a copy of the information we have along with details on why we are using it.
- **Right to Rectification:** If any of your personal information we hold is inaccurate or incomplete, you have the right to request that we correct it.
- **Right to Erasure (Right to be Forgotten):** You can request us to delete your personal data if it's no longer necessary for the purposes we collected it for. You can also request erasure if you object to the processing of your data (see right to object below).
- **Right to Object to processing:** You can object to the processing of your personal data based on our legitimate interests or those of a third party. You can also object to the processing of your data for direct marketing purposes.
- **Right to Object to automated decision-making including profiling:** You can request not to be subject to any automated decision-making or profiling.
- **Right to Restrict Processing:** You have the right to request that we restrict the processing of your personal data in certain situations, such as while you verify the accuracy of the data or the reason for processing it.
- **Right to Data Portability:** You can request to receive your personal data in a structured, commonly used, and machine-readable format. You can also request that we transfer this data directly to another party, if technically feasible.
- **Right to Withdraw Consent:** If you have provided consent for the collection, processing, and transfer of your personal data for a specific purpose, you have the right to



withdraw your consent at any time. We will stop processing your data for that specific purpose unless we have another legal basis to do so.

If you want to make use of the above rights, please reach out to your contact person in Bird's People Team or send a message to: [privacy@bird.com](mailto:privacy@bird.com) and we will take care of it.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. 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). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Security Measures**

We take appropriate technical and organizational security measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. If you want to know more check out our [Security Overview](#). It contains information about the industry standard, administrative, technical, physical, and organizational safeguards designed to prevent unauthorized access and use of personal data.

### **Withdrawing Consent**

When you apply for a career at Bird you give your consent to us using your data for recruitment purposes as set out in this Candidate Privacy Notice. If for whatever reason you no longer want us to use your personal data, you're free to change your mind. We will always comply with your request, unless we are legally required to keep your data.

### **Changes to this Recruitment Privacy Notice**

Our Recruitment Privacy Notice may change from time to time and any changes will be posted on this page.

### **Contact us**

If you have any questions left regarding the processing of your personal data as part of the recruitment process, or have any feedback or suggestions to make this policy better, please do not hesitate to contact us.

If you have any complaint relating to our privacy practices, please contact our legal team at [privacy@bird.com](mailto:privacy@bird.com) with the subject: "Complaint".



If you're not satisfied with our reply, you may refer your complaint to the relevant data protection authority in our or your jurisdiction.

