



Privacy Policy – Select4Jobs

1. General

Select4Jobs processes personal data with due care and in accordance with applicable European and Austrian data protection legislation, including the General Data Protection Regulation (Regulation (EU) 2016/679 – DSGVO / GDPR) and the Austrian Data Protection Act (Datenschutzgesetz – DSG).

This Privacy Policy applies to all processing of personal data by Select4Jobs in the context of its services, business operations, websites, and communication channels.

Insofar as the processing of personal data takes place in the context of an agreement, the provisions of the General Terms and Conditions of Select4Jobs also apply. This Privacy Policy forms an integral part thereof. In the event of any inconsistency, the data protection provisions of this Privacy Policy shall prevail.

2. Data Controller

The data controller within the meaning of Article 4(7) DSGVO is:

Registered trade name: Select4Jobs

Legal name: Tijmen Koelewijn e.U.

Registered address: Innsbruckerstrasse 69 / Top 2, 6108 Scharnitz, Tyrol, Austria

E-mail: info@select4jobs.nl

Website: <https://select4jobs.com>

Depending on the nature of the services, Select4Jobs may act as:

- data controller, or
- processor on behalf of a client.

3. Which personal data do we process?

Select4Jobs processes only personal data that are necessary for the performance of its services. This may include, among other things:

a. Business and contact details

- name
- position
- company name
- e-mail address
- telephone number

b. Candidate data (recruitment & selection)

- curriculum vitae
- education and career data
- motivation and application data
- interview reports and assessments
- assessment and test results (where applicable)

c. Client and contract data

- invoicing and payment data
- correspondence
- appointments and agreements



d. Website and communication data

- IP address
- browser and device data
- interaction with the website or digital communication

Select4Jobs does not process personal data that are not relevant or necessary for the agreed purpose.

4. Purposes of processing

Personal data are processed for the following purposes:

- execution of recruitment and selection assignments
- HR and recruitment advisory services
- talent and team development
- assessment and development programmes
- communication with clients, candidates, and relations
- administrative and financial processing
- compliance with legal obligations
- security and improvement of services

Personal data are not processed for purposes that are incompatible with the above objectives.

4.1 Use of AI in the processing of personal data

Select4Jobs may use artificial intelligence (AI) as a supporting tool in the provision of its services. AI may be used, among other things, to answer questions through an AI assistant and to structure, summarise, compare and analyse information provided, including candidate, application and registration data.

When a person communicates directly with an AI assistant, this will be clearly indicated at the start of the interaction.

At Select4Jobs, AI does not independently make decisions regarding the suitability, selection, rejection, invitation or presentation of candidates. Select4Jobs does not make decisions based solely on automated processing that produce legal effects concerning data subjects or similarly significantly affect them. Assessments and decisions are made by Select4Jobs and, where applicable, the client, and include meaningful human evaluation.

If external service providers process personal data in connection with the use of AI, such providers will only be engaged insofar as this is necessary for the provision of the services. Where legally required, appropriate data protection agreements will be concluded with these service providers. Any processing outside the EU/EEA will take place in accordance with Chapter 9 of this Privacy Policy.

5. Legal bases

Select4Jobs processes personal data only if one or more of the following legal bases apply (Article 6 DSGVO):

- performance of an agreement
- legal obligation
- legitimate interest
- explicit consent of the data subject

If processing is based on consent, such consent may be withdrawn at any time, without prejudice to the lawfulness of processing carried out prior to withdrawal.



6. Legitimate interest

Where processing is based on legitimate interest, this includes in particular:

- business communication and relationship management
- networking and acquisition activities
- improvement and security of services

In each case, a careful balancing of interests is carried out, taking into account the privacy interests of data subjects.

7. Processing on behalf of a client (processor)

If Select4Jobs processes personal data on behalf of a client, Select4Jobs acts as a processor within the meaning of Article 4(8) DSGVO.

In such cases:

- Select4Jobs processes personal data solely on documented instructions from the client;
- personal data are not used for its own purposes;
- Select4Jobs implements appropriate technical and organisational measures in accordance with Article 32 DSGVO.

In such cases, this Privacy Policy applies as a simplified processor arrangement, unless the parties conclude a separate data processing agreement (Article 28 DSGVO). In that case, the separate agreement shall prevail.

8. Sharing personal data with third parties

Select4Jobs shares personal data with third parties only where this is necessary for:

- the performance of services;
- compliance with legal obligations;
- use of supporting IT, SaaS, chatbot and AI services.

Appropriate data protection arrangements are made with processors, insofar as legally required.
Personal data are not sold to third parties.

9. Processing outside the EU/EEA

If personal data are processed outside the European Union or the European Economic Area, this shall occur exclusively:

- on the basis of an adequacy decision, or
- with appropriate safeguards, such as standard contractual clauses.

10. Retention periods

Select4Jobs retains personal data no longer than necessary for the purpose for which they were collected, unless a longer retention period is required by law.

Indicatively:

- candidate data: a maximum of 12 months, unless otherwise agreed;
- administrative and fiscal data: in accordance with statutory retention obligations.

11. Security of personal data

Select4Jobs implements appropriate technical and organisational measures to protect personal data against loss, unauthorised access, or unlawful processing.

These measures constitute a best-efforts obligation and do not represent a guarantee of results.



12. Rights of data subjects

Data subjects have, insofar as legally applicable, the right to:

- access
- rectification
- erasure
- restriction of processing
- data portability
- objection to processing

Requests may be submitted via info@select4jobs.nl.

Select4Jobs responds within the statutory time limits.

The exercise of certain rights, such as the right to erasure, restriction of processing, data portability, or objection to processing, may result in Select4Jobs being unable to perform certain services (or no longer being able to perform them), insofar as the relevant processing is necessary for such services. This may, among other things, lead to mediation, guidance, or support by Select4Jobs no longer being possible, or applications no longer being processed further.

This does not affect the fact that Select4Jobs fully respects the statutory rights of data subjects and assesses and handles requests in accordance with applicable data protection legislation.

13. Complaints

If a data subject is of the opinion that Select4Jobs is acting in breach of applicable data protection legislation, he or she has the right to lodge a complaint with the competent supervisory authority. This may include the supervisory authority in the Member State of the data subject's habitual residence, place of work, or the place of the alleged infringement.

Select4Jobs is established in Austria; the competent supervisory authority there is the Austrian Data Protection Authority (Datenschutzbehörde).

14. Amendments

Select4Jobs reserves the right to amend this Privacy Policy. The most current version is always available via the website.

15. Contact

For questions regarding this Privacy Policy or the processing of personal data, please contact:

info@select4jobs.nl