

**INTER TERMINALS AMSTERDAM B.V.**  
**PRIVACY NOTICE FOR JOB APPLICANTS, EMPLOYEES,**  
**WORKERS AND AGENCY WORKERS**

Inter Terminals is committed to protecting and respecting your privacy and complying with data protection legislation. This privacy notice explains how Inter Terminals uses any personal data which we collect about you both when you apply for a job with us and then as part of any subsequent employment in the Netherlands. If you are a worker or agency worker, this notice will apply equally to you on the same basis as if you were an employee since your relationship with Inter Terminals and the data that we collect about you in connection with that relationship is likely to be broadly similar to that of an applicant and an employee.

When you provide personal data to us, Inter Terminals Amsterdam B.V. will have the role of data 'controller'. Within this privacy notice 'Inter Terminals' shall refer to Inter Terminals Amsterdam B.V. and 'we' 'us' and 'our' shall be interpreted accordingly. If you have any queries about this privacy notice you should contact the HR Advisor in the first instance who can be contacted by email [dataprotection@interterminals.com](mailto:dataprotection@interterminals.com).

**What personal data do we collect about you?**

We collect personal data about you when you apply for a job with us and then, where successful, as part of your subsequent employment. Whilst much of the personal data that we hold will be provided by you, some may come from external sources (such as referees and recruitment agencies) and some may come from internal sources (such as your supervisor, if you are an employee).

Job Applicants

For job applicants this would include data such as your name, address, telephone number, email address, any special requirements in relation to interview, education and training history, qualifications, employment history, membership of professional bodies and societies, languages spoken, whether you have the right to work in the Netherlands, whether you are a member of the Netherlands reserve forces, information provided or obtained as a result of confirming (or otherwise) compliance with the conditions to employment (such as in providing references, identity and security documentation, right to work documentation and background checks relevant for the job for which you have applied), together with any other information provided by you in your application and during your application process.

Employees

For employees this would include all data set out in the list above for job applicants, as well as data such as date of birth, gender, national insurance number, pay, benefits, pension contributions, contract and any amendments to it, tax codes, student loan details, bank account details, sickness absence, information gathered as part of the disciplinary or grievance procedures or otherwise as part of any investigatory report which we might undertake, information gathered as part of any request for leave (including in connection with maternity and paternity leave or other family friendly policies), information gathered in connection with inductions, probation reviews, courses attended and other performance and or competence reviews, whistle-blower reports made by you or otherwise involving you, emergency contact details, images and any correspondence with or about you.

Employees are also very likely to be referred to in many company documents and records that are produced both by the employee and by their colleagues in the course of carrying out their duties and

the business of Inter Terminals. In addition, from time to time employees may be asked to give consent for their image to be included in Inter Terminals' marketing materials.

Employees should also be aware that we monitor internet access across our systems (with the user, site(s) visited, duration of visit, and time of visit recorded); and that we may also monitor employees' use of social media on the internet.

### CCTV

Job applicants and employees should be aware that we operate CCTV and that images of you may be processed. Signage indicates that CCTV is in operation and you are referred to the Inter Terminals Amsterdam B.V. Privacy Notice for CCTV Recording which is available at [www.interterminals.com](http://www.interterminals.com).

### **What will your personal data be used for and why?**

In the case of job applicants, your personal data will be used for the purposes of processing your job application. We consider the legal basis for processing your personal data to be in order to take steps at your request prior to entering into a contract (save for the processing of any special categories of personal data which shall be processed in accordance with the legal basis set out below).

In the case of employees, your personal data will be used for the purposes of personnel and payroll administration and also for the purpose of general business administration. We consider there to be three potential legal bases for processing your personal data: first because the processing is necessary for the performance of your contract; secondly because the processing is necessary for compliance with a legal obligation to which we are subject; and thirdly because the processing is necessary for the purposes of our legitimate interests, being the administration and management of the relationship between you and Inter Terminals (including the administration of any insured benefits and any pension arrangements) and managing the business of Inter Terminals. One or more legal basis may apply for each processing operation.

Inter Terminals monitors use of the internet across its systems for the purpose of detecting unauthorised or excessive use and to promote an effective, business-orientated operation of its computer systems. We may also monitor an employee's use of social media on the internet, both in routine audits of our computer systems and in specific cases where a problem relating to unauthorised use or breach of our policies is suspected. We consider this form of processing to be necessary for pursuing our legitimate interests (being the management of the relationship between you and Inter Terminals and managing the business of Inter Terminals) and for the performance of your contract.

You should note that we will process special categories of personal data of job applicants and employees where necessary for the purposes of carrying out our obligations and in exercising our rights in the field of employment law. In some situations, where Inter Terminals considers it necessary to process special category personal data and where such processing would not otherwise be deemed necessary for the purposes of carrying out Inter Terminals' obligations and exercising its rights in the field of employment law, your explicit consent to the processing of that data shall be sought at the time the data is requested. Where appropriate, when processing special categories of personal data Inter Terminals may also rely on the fact that the individual to whom the data relates has made that data manifestly public or in order to establish, exercise or defend legal claims.

### **Who else might have access to or receive your personal data?**

We may share your personal data with certain employees, workers, agency workers, agents and or professional Advisors and those of and our wider group of companies, which at the date of this notice comprises Inter Pipeline Ltd. and its subsidiaries, where considered appropriate for the purposes for which the data is being processed.

We may also share your personal data with other third party companies who provide services to us (for example, payroll providers, insurance administrators, pension administrators, and information technology service providers).

We may also share your personal data where we are under a legal obligation to do so.

### **How long will your personal data be stored for?**

Whilst it is difficult for us to give you an exact period of time for which your personal data will be stored (as this will depend on the personal data itself and the purpose for which it is being processed) we can advise that we:

- store personal data relating to job applicants for no longer than four weeks from the date that it becomes clear that an offer of employment will not be made or is not accepted (unless written consent has been given by the job applicant for us to retain such personal data up to a maximum period of one year);
- store an employee's contract for no longer than two years after the termination of their employment;
- store personal data relating to an employee's wages tax declaration (employee and identity document copy) for at least five years after the termination of their employment; and
- store personal data relating to an employee's salary (including salary administration) for at least seven years after the termination of their employment.

Special categories of personal data shall normally be retained in accordance with the above provisions.

We shall ensure that personal information is not kept in a form which permits your identification for any longer than is necessary. Similarly, we shall take steps to ensure that any personal data which is inaccurate is erased or updated without delay. Notwithstanding the foregoing, all emails sent to and from any Inter Terminals' email addresses may be kept for long periods in accordance with archiving protocols adopted by Inter Terminals from time to time.

### **What rights do you have in respect of your personal data?**

Under the data protection legislation you have various rights in relation to your personal data. These include the right to: request from us access to your personal data; request from us the rectification or erasure of your personal data; request from us the restriction of processing or to object to the processing of your personal data; data portability.

Where processing is based on you having given your consent for such processing, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You also have the right to lodge a complaint to the Dutch Data Protection Authority if you believe that we have not complied with the requirements of the data protection legislation with regard to your

personal data. You can also submit an enquiry or complaint directly to us by emailing [dataprotection@interterminals.com](mailto:dataprotection@interterminals.com).

**What happens if you fail to provide personal data?**

In the case of job applicants, we do require you to provide personal data requested in order for us to process your application. If you do not provide the data requested, then your application may be discontinued.

In the case of employees, failure to provide personal data which we legitimately require, may prevent us from administering your contract or otherwise prevent us from the lawful processing of your personal data. If you do not provide the data requested, depending on the particular circumstances, it is possible that this would be treated as a disciplinary issue and may ultimately result in the termination of your employment. Where requested, if you refuse to give your consent for the processing of any personal data (including special categories of personal data) or otherwise withdraw your consent for such processing, we may need to make a decision relating to your employment without the benefit of such data.

**Will your personal data be transferred outside the European Economic Area (“EEA”) to a ‘third country’?**

It is possible that your personal data will be transferred outside the EEA to a third country during the course of or otherwise in relation to your employment (for example, to Inter Pipeline Ltd. in Canada). If your personal data is transferred outside of the EEA then such transfer will be made in compliance with the conditions of transfer set out in data protection legislation.