

Privacy Policy

Last updated: 21 May 2018

Cimpress respects and protects the privacy of the users of its Career Portal <https://cimpress.com/careers/> (the "Cimpress Career Portal" or "Portal").

1. Applicability

This Privacy Policy applies to every visit of our career site and Portal, use of our recruitment services and all personal data of job applicants processed by Cimpress N.V. or its subsidiaries (hereinafter: "Cimpress", "we", "our" or "us") in connection with the Cimpress recruitment process.

By visiting, accessing and using our Portal, you agree with and consent to the collection and use of the information as described in this Policy, including the transfer of your information and personal data to the various countries where Cimpress offers career opportunities. We also may also be required in some countries to share certain information anonymously to meet government compliance requirements.

2. Data Controller and Data Protection Officer

The data controller responsible for the collection and further processing of your applicant information is the hiring Cimpress company.

The company Cimpress N.V. having its statutory and office address at Hudsonweg 8, 5928 LW, Venlo, the Netherlands, is responsible for operating the Portal.

If you have questions regarding our Cimpress Career Portal and your privacy, the following information, or if you would like to contact our data protection officer, please send us an email at dataprotection@cimpress.com.

3. Information that we collect

This section of our Privacy Policy describes the categories of information collected by Cimpress, whether collected automatically, provided voluntarily by you or through our recruiters or other third parties:

Information Provided by You through our Portal:

- Email address (or alternative username) and password.
- First and last name.
- The information provided by uploading your resume or CV which can include your name, telephone number, email address, physical address, linguistic skills, LinkedIn profile (or other Social Media details) and more information about your experience including previous employment information (e.g. date of hire, job title, team, work location etc.), education, job related skills & competencies and areas of interest.
- In some countries such as the US, we may ask you to provide on a voluntary basis, information about your gender, disability or Veteran status that allows us to monitor equal opportunity and comply with US federal regulations relating to Equal Employment Opportunity and Affirmative Action requirements.

Cimpress is proudly an Equal Opportunity Employer and we are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

Information collected through our Recruiters, Cimpress Employees or Third Parties:

- Initial phone screening results with recruiter.

- Assessment results (e.g. a code challenge).
- Job interview notes.
- Information collected by third parties such as recruitment agencies that will include personal data as listed hereabove.
- Social media account data, provided by you as resume-information or accessible online, such as a LinkedIn or Facebook profile.

Information Collected Automatically:

- Your IP-address.
- The internet browser and device you use to visit and make use of the Portal.
- The date and time you visit, and how you use our Portal and access its content.

4. Processing of your information

Your information can be used for the following purposes:

- Provide you with the recruitment services through the Cimpress Career Portal.
- Verify your eligibility or match you with the selection criteria as laid down in the job description.
- Due to the global spread of our business, making your job application information available to all our recruiters worldwide by entering this information in an international database. We also store information regarding your job application history and any other communication you may have with the involved recruiting department in Cimpress.
- The administration of the recruitment process and if your application is selected, further scheduling and organizing of interviews. As part of the interviewing process your information may be accessible worldwide to employees with a manager-role in the event the open job is part of a team that is operating globally.
- In the event the recruitment process leads to you and a Cimpress company entering into an employment agreement, the electronic file with your job applicant data will be used for entering into a contract with you and further processed as 'employee data'.
- Perform statistical data analysis and user research.
- In the event of a legal proceeding, to protect or defend us against a legal claim.
- When required by law and/or government authorities.

5. Consent

When we ask you to provide us with sensitive data such as your passport copy, visa and work permit details or social security number, we will only do so after obtaining your prior explicit consent.

6. Third Parties and Transfers

We may provide the job application data we collect about you to other companies in the Cimpress group and other third parties who:

- Provide us with the use of the Portal and all its recruitment services, including the email delivery service that manages the job application updates, namely: iCIMS, Inc.;
- Provide hosting and maintenance support for the Portal as well as the local technical and IT support for the involved databases, systems etc., e.g. iCIMS Inc. and limited members of the IT department of an involved Cimpress company;
- Assist in the recruitment process and placement process, e.g. recruitment agencies or recruiting and HR departments of other companies in the Cimpress group;
- As service provider to a local Cimpress company, provide us with employee health and benefit services, e.g. benefit providers, insurance companies;
- Advise the hiring Cimpress company during the recruitment process, e.g. legal counsels, tax consultants or other type of advisors.

Like our recruiters or other employees involved with the recruitment process who may have access to your job application data, these third parties are bound to keep all such information confidential and to use it only as provided in their contracts with us.

Job application data that is made available to third parties outside the European Union and Switzerland, including Cimpress entities or other Cimpress group companies, are subject to contractual restrictions that are consistent with this Privacy Policy.

The companies in our Cimpress group as well as our service providers (with the exception of US providers that are committed to the EU-U.S. Privacy Shield and the Swiss-U.S. Privacy Shield self-certification programs) have agreed to the applicability of the standard contractual clauses for the transfer of personal data as included in the EU Commission Decision of 5 February 2010 (2010/87/EC), to establish an adequate level of data protection for personal data shared outside the European Economic Area and Switzerland.

7. Security

Cimpress is committed to taking the necessary technical and organisational measures to protect your personal data against loss and unauthorised use. These measures include but are not limited to encryption methods, access control, controlled administration of user rights and by limiting the access to the personal data to those persons, partners, affiliates and any other third parties who have a business need for such access in connection with Cimpress as described herein and adhere to this Policy. We also refer to the Privacy Policy of the third-party provider behind our Portal, iCIMS, Inc.

8. Retention

When your job application is successful, the Cimpress hiring company will further process the electronic file with your job applicant data as 'employee data'.

If our recruiter informs you that you are not selected as a suitable candidate or the recruitment process was otherwise not successful, we will keep your personal data for a period of 5 years after such notification or closure of the application process, to be able to comply with the retention terms by law or as long as is necessary for the job recruitment processing activities mentioned in this Policy.

9. Your data subject rights and how to exercise them

You have the following data subject rights pursuant to the General Data Protection Regulation:

- Access your personal data by clicking on 'Manage your profile' in your dashboard;
- Request a copy of the personal data you provided to us, to be transmitted in a workable format;
- Correct or delete any details of your profile by placing the cursor in the form input field;
- Replace an uploaded resume or CV by using the 'Replace' button in your dashboard;
- Delete an uploaded resume or CV;
- Close your job application account and have your personal data that we hold herein, deleted;
- Withdraw any specific consents you gave us to use certain items of your personal data;
- Opt-out from the updates by email about your job applications by using the opt-out link in the email to unsubscribe or click on 'Manage your email subscriptions' in your dashboard.

If you need assistance besides using the functionalities in your dashboard to exercise any of the rights listed above, you can contact your hiring Cimpress company by visiting your local Cimpress country-site and use any of the details under the link 'Contact Us' or send a letter to the address Hudsonweg 8, 5928 LW Venlo, the Netherlands (attn. Cimpress Recruiting Department). If you wish to contact our data protection officer, please send us an email at dataprotection@cimpress.com.

For the protection of your privacy and personal data, we may need to verify your identity before responding to your request.

10. Amendments and questions

Our Privacy Policy may be amended from time to time. We shall publish each updated version on this page so that you are always up to date regarding the data we collect, how this data is used and protected and the circumstances under which we disclose it.

If you have any questions about your job applicant data, this Portal or our recruitment process, you can always contact your hiring Cimpres company by visiting your local Cimpres country-site and use any of the details under the link 'Contact Us' or send a letter to the address Hudsonweg 8, 5928 LW Venlo, the Netherlands (attn. Cimpres Recruiting department). If you wish to contact our data protection officer, please send us an email at dataprotection@cimpres.com. You can also lodge a complaint with the Data Protection Authority of your country.