

## Privacy Statement - Applicants and business contacts

*Version June2025*

### 1. General information

Hi there! Poki B.V. ("Poki", "we", "our" or "us") is committed to protecting the privacy of everyone who uses our websites. This privacy statement ("Privacy Statement") is designed to provide transparency on how Poki handles personal data of job applicants, office visitors and other business contacts. For information on our data processing with regards to the Poki Playground (poki.com), please refer to our [General Privacy Statement](#). For our processing activities in relation to developers, please refer to our Privacy Statement – Poki for Developers. If you have any questions concerning this Privacy Statement, please contact us at [privacy@poki.com](mailto:privacy@poki.com).

### 2. Which data is used and for what purposes?

Since you are either applying for a job at Poki, are visiting our offices or are one of our other business contacts, we process your personal data in several ways. Below you find information on our processing of your personal data in general, as well as an overview of different subjects with more detailed information about the processing of personal data in that context.

#### General processing purposes

In general, we may always process your data for the following purposes:

- For maintenance, administration and network and security purposes;
- For internal control and business operations;
- For analyzing and improving our products;
- For handling any requests, complaints and disputes;
- For determining, exercising and defending our rights; and
- For complying with legal obligations (incl. fraud prevention) and requests of authorized governmental institutions.

**Legal obligation.** We may process your data based on a legal obligation. This means that we will process your data for as far as we are legally obliged to do so, for instance to comply with statutory minimum retention periods.

**Performance of a contract.** Some personal data we process is necessary for the performance of your contract, for example to engage services of a service provider.

**Legitimate interest.** Sometimes we indicate that we process your data based on the legal ground "legitimate interest". This means that a balance of interests is performed between the interests that are served by the processing on the one hand and your privacy interests on the other hand, and that the interests in favor of the processing prevail. The related legitimate interests are included below per topic. If you want more information about this, you can contact us directly via our contact details stated below.

Consent. In some cases we may base the processing of personal data on the (explicit) consent of the relevant person. For example, when you apply for a job with us and consent to Poki contacting you about future job opportunities for up to 1 year.

Further processing. We may process your personal data for a purpose other than those for which the personal data is collected, but compatible with the initial processing purpose. In such a case, we will provide you with information about the(se) other purpose(s) and all relevant further information prior to that further processing.

i. Job applicants (via jobs.poki.com)

The persons involved. People that apply for a job at Poki via jobs.poki.com.

The purpose of the processing. When you apply for a job at Poki, we will process your data for the following purposes:

- To assess whether you are a viable candidate for our company;
- To contact you for the further process regarding your application;
- To further process your application.

The data that is processed. On our platform, we may process the following information about you:

- Full name;
- Email address;
- LinkedIn profile\*;
- Answers to motivation & portfolio questions;
- Resume;
- Phone number\*;
- Current company/employer\*;
- How you heard about the job\*;
- Additional information such as a cover letter\*.

*\* This information is not mandatory.*

Legal grounds for the processing. We base the use of your personal data in the context of jobs.poki.com on one of the following legal grounds:

- Legitimate interest. Our legitimate interest in deciding if you are the right fit for Poki.
- Consent. We request consent to retain your personal data so that we can contact you about future job opportunities for up to 1 year.

ii. Visitors

The persons involved. People that visit our office.

The purpose of the processing. When you visit our office, we will process your data for the following purposes:

- To grant access to our office;

- To provide you with support;
- To answer any questions you have for us.

The data that is processed. When visit our office, we may process the following information about you:

- Name;
- (Professional) phone number;
- Address;
- The company you work for;
- E-mail address;
- Your contact person within our company.

Legal grounds for the processing.

- Legitimate interest. Our legitimate interest in providing you access to our offices and maintaining the security of our office.

### iii. Suppliers and other business contacts

The persons involved. External parties with whom we conduct business, such as suppliers and other business contacts.

The purpose of the processing. We will process your data for the following purposes:

- Approaching potential service providers;
- Maintaining contact with (potential / former) service providers;
- Receiving services from (potential / former) service providers;
- Administrative purposes, including financial;
- Marketing and business development;
- Investigation, analysis and statistics;
- Internal control and business operations;
- Handling any requests, complaints and disputes;
- Determining, exercising or defending our rights;
- Complying with legal obligations and professional regulations, and requests of authorized government institutions.

The data that is processed. We will process the following information about you:

- Name, gender, title and age / date of birth;
- Nationality and place of birth;
- Contact details (e.g. address, telephone number, e-mail address, website, work and/or private);
- Business details (organization, function, Chamber of Commerce number or the like, names of business relations);

- Financial details (card number, IBAN, bank account number, amounts);
- National identification number for as far as Poki has a legal obligation to process this;
- Communication data.

Legal grounds for the processing.

- Contract. If you've concluded a contract with us, we will process your data in the context thereof. For instance, to make sure you receive the payment due.
- Legitimate interests. Our legitimate interest in receiving a service from service providers and pursuing the other processing purposes mentioned above.
- Legal obligation. We may process your data based on a legal obligation. This means that we will process your data for as far as we are legally obliged to do so, for instance to comply with statutory minimum retention periods.

### 3. How do we obtain your data?

We obtain your data in various ways:

- Provided by you. Most data we process about you, we receive straight from you. Examples include when you apply for a job.
- Obtained internally. It is possible that we obtain your data via other Poki systems. An example is the data which is included into our CRM system.
- Obtained from third parties. We could also obtain data about you from other persons or external parties. For example via third parties we work with.
- Automatically obtained. Some data we obtain automatically, for example by using cookies and similar techniques. When your computer or mobile device contacts our web servers (e.g. when you visit Poki's websites, our web servers automatically collect usage information. Such usage information includes information about how our website visitors use and navigate our websites. It can include the number and frequency of website visitors to each web page and the length of their stays, browser type, and referrer data that identifies the web page visited prior and subsequent to visiting our websites. Further information on this is included in our [Cookie Statement](#).
- Derived. Certain data we do not receive directly, but can be derived from the information already in our possession. For example, information about your language preferences.

In principle you are under no obligation to provide any information about yourself to us. However, refusal to supply certain information could have a negative influence on, for example, your experiences on or functionality of our websites. If the provision of certain personal data is a legal or contractual obligation or an essential requirement for concluding an agreement with us, we will separately provide additional information about this for as far as this is not clear in advance. In this case we will also inform you about the possible consequences if this information is not provided.

### 4. Who do we share your data with?

We only share your data with third parties if:

- This is necessary for the provision of a service or the involvement of the third party. Sub-contractors, for example, will in principle only get access to the data that they require for their part of the service provision.
- The persons within the third party that have access to the data are under an obligation to treat your data confidentially. Where necessary this is also contractually agreed on.
- The third party is obliged to comply with the applicable regulations for the protection of personal data, for instance because we have concluded an agreement with this party. This includes that the party is obliged to ensure appropriate technical and organizational security measures.

We could share your data on a need-to-know basis with the parties mentioned below. In this context, "need-to-know" means that a party only gets access to your data if and insofar as this is required for the professional services provided by this party.

- Authorized persons, employed by Poki, who are involved with the processing activity concerned. Such as, the members of the support team you are in contact with.
- Authorized persons, employed by service providers / sub-contractors engaged by Poki, who are involved with the processing activity concerned, such as Lever, our jobs application platform partner.
- Authorized government institutions. Such as, courts, police, and law enforcement agencies. We may release information about our Website Visitors, when legally required to do so, at the request of governmental institutions conducting an investigation or to verify or enforce compliance with the policies governing External Parties and applicable laws. We may also disclose such user information whenever we believe disclosure is necessary to protect the rights, property or safety of Poki, or any of our respective business partners, customers or others.
- Aggregate Information. We may also disclose non-identifying, aggregated user statistics to third parties for a variety of purposes, including describing our services to prospective partners and other third parties. Examples of such non-personal information can include the number of users who visited our websites during a specific time period.

## 5. How do we secure your data?

Protecting your privacy and data is very important to us. Therefore, Poki has implemented appropriate technical and organizational measures to protect and secure personal data, in order to prevent violations of the confidentiality, integrity and availability of the data. All Poki employees and other persons engaged by Poki for the processing of data are obliged to respect the confidentiality of personal data.

Poki has internal documentation in which it is described how we safeguard an appropriate level of technical and organizational security. In addition, a data breach procedure is applicable within Poki, in which it is explained how (potential) data breaches need to be handled. We will, for example, inform the competent supervisory authority and involved data subjects when this is required by the applicable law.

## 6. To which countries will we transfer your data?

Parties involved with the processing of your data originating from the EEA, may be located in a different country. In case the data is processed outside the EEA, the transfer is legitimized in the manner described below. See [this link](#) for an overview of the EEA countries.

Transfers outside the EEA. The transfer of your data to a third party outside the EEA can in the first place be legitimized based on an adequacy decision of the European Commission, in which it is decided that the (part within the) third country in question ensures an adequate level of data protection. See [this link](#) for a summary of the applicable adequacy decisions.

If your personal data is transferred to a country outside the EEA for which there is no adequacy decision in place, we agree on the applicability of the relevant version of the Standard Contractual Clauses with the relevant party. This is a standard contract to safeguard the protection of your data, which is approved by the European Commission in which the parties fill out the appendices. See [this link](#) for the various versions of the Standard Contractual Clauses. Where appropriate, additional safeguards will be taken.

In specific situations we can also rely on the derogations from article 49 GDPR to legitimize the data transfer. This means that we may transfer your data: (i) with your explicit consent, (ii) if this is necessary for the performance of a contract that has been concluded with you or has been concluded in your interest, or (iii) if this is necessary for the establishment, exercise or defense of legal claims. Lastly, in exceptional cases we may also transfer your data if the data transfer is necessary for our compelling legitimate interests and is not overridden by your interests or rights and freedoms.

You can contact us if you want additional information about the way in which we legitimize the transfer of your data to countries outside the EEA. Our contact details are stated at the bottom of this Privacy Statement.

## 7. How do we determine how long we retain your data?

In general, we do not keep your data for longer than what is necessary in relation to the purposes for which we process the data. For applicants this means that we – in principle – delete your data within four weeks after the application procedure was finalized, unless you have given us consent to keep your data for a longer period. With your consent. We may retain it for a year thereafter, which consent may be renewed for a maximum period of five years.

There could however be exceptions applicable to the general retention terms, as specified below.

Exception: shorter retention period. If you exercise certain privacy rights, it is possible that Poki will remove your data earlier than the general applicable retention period or – oppositely – retain it for a longer period of time. For more information about this, please refer to the header "What are your privacy rights (incl. the right to object)?"

Exception: longer retention period. In certain situations, we process your data for a longer period of time than what is necessary for the purpose of the processing. This is for instance the case when we have to process your data for a longer period of time:

- Retention obligation. To comply with a minimum retention period or other legal obligation to which we are subject based on or the law of an EU member state;
- Procedure. Your personal data is necessary in relation to a legal procedure;
- Freedom of expression. When further processing of your personal data is necessary in order to exercise the right to freedom of expression and information.

## 8. What are your privacy rights (incl. right to object)?

Based on the General Data Protection Regulation ("GDPR"; (EU) 2016/679 you have various privacy rights. To what extent you can exercise these rights may depend on the circumstances of the processing, such as the manner in which Poki processes the personal data and the legal basis for the processing. Below, we included a summary of your privacy rights under the GDPR. For more information about your privacy rights, go to [this webpage](#) or [this webpage](#) of the European Commission

We will respond to all requests without undue delay. If our full response will ever take more than a month due to complexity or number of requests, we will notify you of this and keep you updated. Furthermore, please note that we may request more information to confirm your identity before acting on any request.

### 8.1 Your privacy rights.

In relation to our processing of your personal data, you have the below privacy rights.

- a. Right to withdraw consent. In so far as our processing of your data is based on your consent, you have the right to withdraw your consent at any time via our contact details stated below. Withdrawal of consent does not influence the legitimacy of the processing before you withdrew your consent. If you withdraw your consent, Poki will no longer process your data for the purpose that you consented to. It can however be possible that we still process the personal data for another purpose, such as to comply with a minimum retention period. In that case you will be informed about this.
- b. Right of access. You have the right to request access to your data. This enables you to receive a copy of the data we hold about you (but not necessarily the documents themselves). We will then also provide you with further specifics of our processing of your personal data. For example, the purposes for which we process your data, where we got it from, and with whom we share it.
- c. Right to rectification. You have the right to request rectification of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected. You have this right in case we process personal data about you that: (i) is factually incorrect; (ii) is incomplete or not related to the purpose it was collected for; or (iii) is in any other way used in a manner that is in conflict with an applicable law.  
The right of rectification is not intended for the correction of professional opinions, findings or conclusions that you do not agree with. However, Poki could in such case consider adding your opinion about this to your data.
- d. Right to erasure. You have the right to request erasure of your personal data. This enables you to ask us to delete or remove your data where: (i) the data is no longer necessary, (ii) you have withdrawn your consent, (iii) you have objected to the processing activities, (iv) the data has been unlawfully processed, (v) the data has to be erased on the basis of a legal requirement, or (vi) where the data has been collected in relation to the offer of information society services.

However, we do not have to honor your request to the extent that the processing is necessary: (i) for exercising the right of freedom of expression and information, (ii) for compliance with a legal obligation which requires processing, (iii) for reasons of public interest in the area of public health, (iv) for archiving purposes, or (v) for the establishment, exercise or defense of legal claims.

- e. Right to object. You have the right to object to the processing of your data where we are relying on legitimate interest as processing ground (see above). Insofar as the processing of your data takes place for direct marketing purposes, we will always honor your request. For processing for other purposes, we will also cease and desist processing, unless we have compelling legitimate grounds which override your interests, rights and freedoms or that are related to the institution, exercise or substantiation of a legal claim. If such is the case, we will inform you on our compelling grounds and the balance of interests made.
- f. Right to restriction. The right to restriction of processing means that Poki will continue to store personal data at your request but may in principle not do anything further with it. In short, you have this right when Poki does not have (or no longer has) any legal grounds for the processing of your data or if this is under discussion. This right is specifically applicable in the following situations:

Unlawful processing. We may not (or no longer) process certain personal data, but you do not want us to erase the data. For example, because you still want to request the data at a later stage.

Data no longer required. Poki no longer needs your data for our processing purposes, but you still require the personal data for a legal claim. For example, in case of a dispute.

Pending an appeal. You objected against the processing of your data by Poki (see the right to object above). Pending the verification of your appeal we shall no longer process this personal data at your request.

Contesting the accuracy of data. You contest the accuracy of certain data that we process about you (e.g. via your right to rectification; see above). During the period in which we assess your contest we shall no longer process this personal data at your request.

- g. Right to data portability. You have the right to request the transfer of your data to you or to a third party of your choice (right to data portability). We will provide you, or such third party, with your personal data in a structured, commonly used, machine-readable format. Please note that this right only applies if it concerns processing that is carried out by us by automated means, and only if our processing ground for such processing is your consent or the performance of a contract to which you are a party (see above).
- h. Automated decision-making. You have the right not to be subject to a decision based solely on automated processing, which significantly impacts you ("which produces legal effects concerning you or similarly significantly affects you"). In this respect, please be informed that when processing your personal data, we do not make use of automated decision-making which significantly impacts you.
- i. Right to complaint. In addition to the above-mentioned rights, you have the right to lodge a complaint with a supervisory authority, in particular in the EU Member State of your habitual residence, place of work or where an alleged infringement took place. Please refer to [this webpage](#) for an overview of the supervisory authorities in the EU and their contact details. However, we would appreciate the chance to deal with your concerns before you approach them, so please contact us beforehand.

**8.2 How to exercise your rights.** You can exercise your privacy rights free of charge, by phone or by e-mail via the contact details displayed below. If requests are manifestly unfounded or excessive, in particular because of the repetitive character, we will either charge you a reasonable fee or refuse to comply with the request.



8.3 Verification of your identity. We may request specific information from you to help us confirm your identity before we further respond to your privacy request.

8.4 Follow-up of your requests. We will provide you with information about the follow-up of the request without undue delay and in principle within one month of receipt of the request. Depending on the complexity of the request and on the number of requests, this period can be extended by another two months. We will notify you of such an extension within one month of receipt of the request. The applicable (privacy) legislation may allow or require us to refuse your request. If we cannot comply with your request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

## 9. How can you contact us?

If you have any questions concerning this Privacy Statement, or data collection in particular, please contact us at [privacy@poki.com](mailto:privacy@poki.com) or via:

Poki B.V.  
Spui 10  
1012 WZ Amsterdam  
The Netherlands  
+31 20 2800 870 (for communication in Dutch or English)

Please let us know by e-mail in advance if you prefer to have further contact over the phone via another preferred language. We will then provide you with the relevant phone number.

## 10. Changes

We may change this Privacy Statement from time to time to accommodate new technologies, industry practices, regulatory requirements or for other purposes. The latest version can always be consulted via this website. Important changes will also be communicated to you.