



ASML

**Privacy notice
for job
applicants**

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Privacy notice for job applicants

Your privacy matters



Transparency is paramount

We are committed to be transparent about the data we process about you. For example, by informing you about the way our company applies data protection principles and the right of access to your personal data.



The right reasons

We use your personal data only for specific purposes and when we have a justified reason to do so. For example, in order to invite you for a job interview or to draw up your contract.



Share with care

We only give access to your data when it is necessary and only to third parties we use to provide our services. Examples are recruitment agencies and IT service providers.



Keeping it safe

We understand how valuable your personal data is and therefore only keep it for as long as we need it and take appropriate measures to keep it safe. We do this by applying encryption and deleting data when no longer needed, among others.



Stay in control

We enable you to exercise your privacy rights and encourage you to keep your personal data up to date. For example, by providing a form that makes it easy for you to enter a privacy right request and by being transparent.



Let us know

We are open to any questions, comments and complaints you might have about the use of your personal data or our Privacy Notice. You can contact us via privacyoffice@asml.com and via the contact form on asml.com/privacy.

Privacy notice for job applicants

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1. Introduction

This Privacy Notice for job applicants (“Privacy Notice”) describes how ASML and its group companies (“ASML”, “us” or “we”) process the personal data of candidates we contact and applicants that apply to a position (“you”) in connection with ASML’s recruitment process.

We have drafted this Privacy Notice thoroughly and in an easy and comprehensible way in order to inform you about what personal data we process about you, why we process it and what we do with it during our recruitment process. We encourage you to take some time to read this Notice in full.

This Privacy Notice may change over time. You can store or print this Notice by using the download button below.

2. When does this privacy notice apply?

This Privacy Notice applies to the processing of personal data of job applicants by ASML.

Some countries may have different local legal requirements. In case of a conflict between this Privacy Notice and such requirements, the latter will prevail.

3. Who is ASML?

ASML is the world’s leading supplier of semiconductor manufacturing equipment and the innovator behind ever-advancing lithography systems. We provide chipmakers with everything they need – hardware, software and services – to mass produce patterns on silicon through lithography.

When this Privacy Notice mentions ‘we’, ‘us’, ‘our’, it refers to **ASML Holding N.V.** – based at **De Run 6501, 5504 DR, Veldhoven, the Netherlands** – as well as its group companies.



4. What is personal data?

It is important for you to know that '**personal data**' (or: 'data', 'personal information', or 'your data'), means: any information relating to an identified or identifiable natural person ('data subject').

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier – or by reference to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

5. What personal data do we process about you?

During the recruitment process, we ask you to provide us with information that enables us to assess your suitability for certain positions.

We may process the following personal data about you:

- a. Your name and contact details;
- b. Gender and date of birth;
- c. All information contained in your CV/resume, motivation or cover letter and other documents you shared with ASML in your job application;
- d. Information given by you during face-to-face and video interviews, via emails, phone calls and other means of communication;
- e. Your job preferences;
- f. Results of tests and analyses that you have performed at our request;
- g. Information from pre-employment screening and background checks;
- h. Names and contact details of your references. You must have obtained consent from your references;
- i. On premise information collected through access control and CCTV recordings;
- j. Account login information used to access company systems and applications such as the recruitment portal;
- k. Network traffic data and other related data, such as IP address and information obtained from cookies and similar tracking technology used on our websites, from your use of our websites.

For more information please read our [Cookie Notice](#).



5. What personal data do we process about you? (Continued)

Special categories data (sensitive personal data)

Special categories of data may be considered sensitive personal data. We only process these for specific, legitimate purposes and where you have given your explicit consent, it is necessary, required by applicable law or inevitable, or you have deliberately made it public.

In the course of our application process, you may for example provide us with a photo that may disclose the following information about yourself: your race, national or ethnic origin, age, physical health (including disability) or religious beliefs. These, together with veteran status, or information relating to criminal convictions or offences, are considered special categories of personal data.

Please note that for the recruitment process, some required personal data may vary, depending on the position you apply for and the location (country) of this position.

How do we obtain your personal data?

We collect personal data directly from you when you apply for a position with us or when we contact you with a possible job offer. In addition, we may collect your personal data independently through different career orienting platforms and websites. We also collect your personal data from third parties, such as professional recruitment agencies, your references, prior employers, ASML employees with whom you had interviews, and pre-employment and background check providers, to the extent permitted by applicable law.

We process your personal data via our recruitment portal, through video-interviewing application, via email, via phone, in person at interviews and/or by any other method.



6. For which purposes do we process your personal data?

We process your personal data for recruitment and compliance purposes, in particular for:

- a. Identifying and evaluating your qualifications for available positions;
- b. Verifying the data you submitted and carrying out reference checks, pre-employment screening and conducting background checks (where applicable);
- c. Informing you about the progress of your application or other vacancies at ASML that we consider suitable for you;
- d. Creating a talent pool for future job openings;
- e. Preparing a job offer and employment contract, where applicable, and for fulfilling onboarding activities in case of a successful application;
- f. Assessing your fitness to work and for the provision of facilities in the workplace for any accommodation;
- g. Business management and administrative purposes, including maintaining our IT systems, internal audits, record-keeping and improving our business processes;
- h. Protecting the health, safety, security and integrity of ASML and its job applicants, facilities and (IT) assets, including occupational safety and health; and
- i. Complying with the law, including the disclosure of personal data to government institutions or supervisory authorities, and to exercise or defend legal claims.

Secondary use of personal data

When we have collected personal data on the basis of legitimate interest, a contract or vital interests, this data can be used for a secondary purpose but only if the secondary purpose is compatible with the original purpose.

7. What is the legal basis for processing your personal data?

The legal bases (or justified reasons) for processing your personal data are:

- The legitimate interest for recruitment and management purposes;
- For entering into and managing a contract or employment relationship;
- For compliance with our legal obligations; and
- On the basis of your consent.



8. Who has access to your personal data?

Access to your personal data within ASML

Our employees are authorized to access personal data only to the extent necessary to serve one or more of the purposes set forth in Section 6 above and in so far as they need access to perform their job tasks.

Access to your personal data by third parties

To be able to offer you the best possible services and remain competitive in our business, we share certain data outside of ASML with trusted business partners, including but not limited to:

- Agencies and consultants that may assist us in performing our business processes; and
- IT service providers.

Your personal data may also be shared with competent public authorities, governments, regulatory or fiscal agencies where it is necessary to comply with legal or regulatory obligations to which ASML is subject to.

When we transfer personal data to third parties we will, when appropriate, have an agreement concerning the processing of your personal data in place.

ASML does not sell your personal data to anyone.

International transfers of your personal data

ASML is a global organization, so the data we collect may be transferred internationally throughout our organization and to third parties worldwide.

To protect your rights we only store and transfer your personal data in a country where:

1. An adequate level of protection for personal data is provided;
2. An instrument covers the requirements for the transfer of personal data such as:
 - a. EU Standard Contractual Clauses;
 - b. Codes of conduct; and
 - c. Certification mechanisms.

What's not covered in this Notice?

Our website sometimes links to services run by other companies, for instance when you apply for a job online. Those companies have their own privacy and cookie notices, so remember that the information you give them will follow their rules and not ours.



9. How long will we keep your personal data?

Your data will be kept only for the period required to serve the purposes mentioned under **Section 6** above (and to comply with legal requirements or for litigation or protection against a possible claim – if any). In case of rejection during the recruitment phase, your data will be retained for a maximum period of 4 weeks after the date of rejection, unless you provide us your consent to keep it for 1 year or subject to applicable (local) laws. After the applicable retention period, your personal data will be securely deleted, destroyed or de-identified.

If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be subject to our Privacy Notice for Workers. Personal data that is no longer required will be deleted.

10. How is your personal data secured?

We have taken adequate measures to protect the confidentiality, integrity and availability of your personal data. The implementation of appropriate technical, physical and organizational measures protects your personal data against the following instances:

- Accidental or unlawful destruction;
- Accidental loss, damage, alteration;
- Unauthorized disclosure or access; and
- Any other forms of unlawful processing (including, but not limited to unnecessary collection or further processing).

We have procedures in place to deal with a (suspected) data breach. You and/or the applicable data protection authorities will be notified of a data breach, where we are legally required to do so.



11. What about your rights?

You have the following rights in relation to your personal data:

- The right to access the personal data we have about you;
- The right to have your personal data corrected;
- The right to have your personal data deleted;
- The right to restrict processing of your personal data by us;
- The right to object to automated decisions; and
- The right to withdraw consent at any time and without detriment.

Under certain provisions, you also have the right to:

- Object to certain data processing operations; and
- Request a transfer of your personal data.

If you wish to exercise any of these rights, please contact our Privacy Office. We will always check your identity to ensure that it is you exercising your rights. If we cannot verify your identity, your request will be rejected. When exercising your right, the more specific you are, the better we can assist you with your question. In some cases we may deny your request, in which case we will notify you of the reason for denial.

If you feel we are not handling your question or request appropriately, you also have the right to lodge a complaint with the relevant data protection authority.

12. What about your responsibilities?

We would like to kindly remind you that you are responsible for providing us with accurate, complete and up-to-date data. In case you provide us with the personal data of other individuals, such as references, please be sure to comply with legal (local) and ASML requirements, including informing the individuals concerned sufficiently about the processing of their data, by providing them with the Privacy Notice for Business Partners and Visitors and by obtaining their consent before sharing their personal data with us.



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13. How to contact us

When you have a question about the use of your personal data or about this Privacy Notice, we invite you to send an email to our Privacy Office via privacyoffice@asml.com.

This Privacy Notice may be changed over time. You can save or print this Notice for future reference.