

Privacy Policy for the Stichting Canon Foundation in Europe

Introduction

The Stichting Canon Foundation in Europe is registered with the Chamber of Commerce of Amsterdam with number 41207168 and has its seat at (1185 XB) Amstelveen at the Bovenkerkerweg 59, the Netherlands. The Canon Foundation in Europe is a philanthropic, grant-making institution, active in the promotion of international cultural and scientific relations between Europe and Japan.

The Canon Foundation in Europe is legally and financially an independent organisation, but enjoys a close co-operation with Canon Europa N.V. which provided the initial funds.

This privacy policy ("Privacy Policy") belongs to Canon Foundation in Europe's (externally provided) online administration system which is used for fellowship application purposes at Canon Foundation in Europe, Canon Europa N.V. and Canon Group companies ("Canon"). The Privacy Policy will provide you general information on the processing of personal data by Canon, Canon's employees, partners and/or affiliates. Please read this Privacy Policy carefully prior to providing your personal data into the online fellowship application system to Canon. If you do not agree with this Privacy Policy, you should not provide your personal data into the system.

Your data protection and data security

By sending in a fellowship application form or by submitting your details in any other way i.e. via email, post or fax, Canon will understand that you agree on giving your explicit consent to Canon and to the relevant third party that Canon has appointed as its service provider, to hold, transfer and process your data.

Canon is committed to protect your personal data in accordance with relevant data protection and privacy laws. Canon is the controller of your personal data. In matters relating to this Privacy Policy, you may contact Canon Foundation in Europe at the following address: Bovenkerkerweg 59-61, 1185 XB Amstelveen, the Netherlands or per email at foundation@canon-europe.com.

Collection and Use of Personal Data

Canon collects your personal data for the purposes of managing the fellowship (application) administration as well as for organisational planning purposes across the EMEA region and Japan. Consequently, Canon may use your personal data in relation to the evaluation and selection of fellowship candidates including, for example; setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes, including the final recruitment.

If you are successful in being selected for a Canon Fellowship, any personal information that you submit will be registered in the records of the Canon as a Fellow and may be published either separately or collectively with other Fellows as Canon decides.

Canon respects the privacy of our applicants and fellows. Canon will not sell or provide any of your personal information to any third party unless Canon believes in good faith that the law requires it.

If you are selected as a fellow, Canon will keep the information you have provided as long as necessary for our administration. If you are not selected as a fellow, after 12 months

from the latest update your data will be anonymised and your data will not be accessible for viewing or tracking.

This Privacy Policy covers any personal information you submit through the application form system or by fax/post/e-mail, as part of the application process, including but not limited to:

- Name, address, telephone number, email address, other contact information and your preferred ways to be contacted;
- Log-in and password and other such information used in connection with authenticating you;
- CV, cover letter, previous work experience, education level, competences and skills.

If you intend to provide us with details of a reference or any other third party as part of your CV/resume, it is your responsibility to obtain consent from the third party. By submitting such data Canon may and will assume that you have obtained such consent.

The Processing of personal data is based on your consent

The processing of personal data is based on your consent. You may at any time revoke your consent. This must be done in writing to the above address. As processing of your personal data is a necessary part of our fellowship application process, revoking your consent may lead to a situation where we cannot proceed with the fellowship selection process with you.

Transfers of personal data

Canon works with third parties who provide services to us. We may share your personal information with those third parties as part of the Canon fellowship application process, website hosting, information technology consulting services, website management, data analysis, legal services, accounting services, and other administrative, back-up and security services. Canon will take appropriate technical, organisational and legal steps to secure your personal data.

Although Canon Foundation in Europe is an independent organization and is not directly connected to the Canon Group, there are some shared resources especially with Canon Europa NV. Please note that Canon Europa NV is a global organisation that has affiliates, business processes, management structures, and technical systems that cross national borders. Therefore, Canon may use resources and servers located in various countries across EMEA region. Accordingly, your personal data may be transferred outside the country where you use a Canon website or otherwise provide Canon with your personal data. This includes countries outside the European Economic Area (EEA) that do not have laws that provide specific protection for personal data. However, Canon endeavors to implement its privacy practices so that all processing of your personal data is conducted in accordance with this Privacy Policy.

Your personal data may be disclosed or otherwise accessed as is required by mandatory legislation. Such disclosures or access may include disclosure of your personal data to or access by e.g. law enforcement agencies in the countries Canon or its subcontractors and agents operate, as well as in the countries through which your personal data has been transferred according to this Privacy Policy.

Your rights

As an individual about whom Canon processes personal data you have the right, as appropriate and subject to possible restrictions and other provisions arising from applicable national legislation, to obtain confirmation as to whether or not personal data concerning you exists in the Canon database and communication of such personal data in understandable form. Canon may have a right, subject to provisions in the applicable

national legislation, to collect a fee for the costs and expenses actually incurred in relation to providing you with the said information; to erase, block or rectify incorrect, incomplete or otherwise inaccurate personal data or, if relevant, integration of personal data; to object, in whole or in part, on legitimate grounds, to the processing of personal data. In some cases, however, this may also mean the termination of your fellowship (application) or other relationship with Canon.

Canon would like to remind you that for the most part you may exercise your rights by managing your fellowship candidate profile. If such profile management does not facilitate the compliance with your rights as set out in this Privacy Policy, you may exercise your rights by contacting us through the contact address described above in this Privacy Policy. We may delete your personal information at any time (including your CV), without any notice. Therefore, you should retain your own copy of the personal information provided to us.

Cookies

From time to time Canon may place information on your computer to allow us to identify you. This information is commonly known as cookies. Cookies give information on how and when you have used the online recruitment system and our website, and helps Canon to improve the system for a better service. Cookies are today commonly used on many websites. By clicking the consent button on the Canon Foundation website you explicitly consent to the use by Canon of cookies. If you do not wish to receive cookies, or want to be notified of when they are placed, you may set your web browser to do so, if such function is supported by your web browser and/or notify Canon.

Information Security

Canon endeavors to use appropriate measures (having regard also to the nature of the personal data involved) to prevent and minimise security risks in connection with your use of our systems and services. Such measures include, where appropriate, the use of firewalls, secure server facilities, encryption, implementing of proper access rights and processes, careful selection of processors and other technically and commercially reasonable measures to provide appropriate protection for your personal data against unauthorised use or disclosure. Canon may also take appropriate back-up copies and use other such means to prevent the accidental damage or destruction to your personal data and to ensure that our services are functioning properly.

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