

## Privacy Statement – for End Users (Employees)

Version: 1.0 (October 2025)

Controller: Your employer (the organization using CareerTracker)

Processor: CareerTracker B.V.

Contact: [info@careertracker.nl](mailto:info@careertracker.nl)

### **1. Who is responsible for your data?**

Your employer is the controller of your personal data. CareerTracker acts as processor and follows their instructions.

### **2. What data we collect**

We process your name, email, role, goals, reflections, feedback, and progress data.

### **3. Why we process your data**

To enable goal tracking, feedback, and professional development within your organization.

### **4. Where and how your data is stored**

Data is securely stored in Microsoft Azure (Netherlands/Ireland). SendGrid (USA, DPF-compliant) handles email notifications.

### **5. How long we keep your data**

Your data is kept as long as your employer's contract is active. Afterwards it is securely deleted.

### **6. Your rights**

You have the right to access, correct, delete, restrict, object, and port your data. Contact your HR department or privacy contact.

### **7. Security**

CareerTracker uses encryption, Azure AD authentication, limited access, and monitoring to protect your data.

### **8. Contact**

For questions: [info@careertracker.nl](mailto:info@careertracker.nl)