

Privacy Statement De Pooter Groep B.V.

This is the Privacy Statement of the De Pooter Groep B.V. and its subsidiaries. To properly service you and carry out our work as efficiently and effectively as possible, we process your personal data.

We consider careful handling of your personal data extremely important. Your personal data will be carefully processed and secured. You can count on your data being safe with us and that we comply with the current legal provisions.

Why does the De Pooter Groep B.V. have a Privacy Statement?

In this Privacy Statement, we have clarified how we handle your personal data. In this Privacy Statement, you can read which of your personal data we process, for which purposes, who are allowed to view your data, how we store your data, whom we pass your data on to and what influence you can exert on this. Your interest is our priority!

What is personal data?

Personal data is all data that can be traced back to a private individual, this being you. Personal data includes things like your name, address, birth date, telephone number and email address. We obtain this data from you when you, for example, fill in a form, send a letter or email or call us. Even when you visit one of our websites, you sometimes provide us with personal data, for example in the form of an IP address or a cookie.

The moment you or a third party share your personal data with us, we process it. The definition of the term processing is a broad one and means, among others: collecting, storing, consulting, removing, using and providing data to third parties. But erasing or destroying also falls under the 'processing' term.

What does this Privacy Statement apply to?

This Privacy Statement applies to all your personal data that the De Pooter Groep B.V. and its subsidiaries process within the framework of their services in an either fully or partially automated manner.

Whose personal data do we process?

We can process the personal data of all people whom we contact or visit the website. These are among others, (temporary) agency workers, seconded staff, temps and customers. We also process the personal data of contacts of our (potential) clients, corporate customers, suppliers or business partners.

When you provide us with information about your employees as an organisation or company, current legislation obliges you to inform your employees about this. You can give this Privacy Statement to your employees. This way, they will know how we handle their personal data.

Who is responsible for processing your personal data?

The person responsible is the one that formally and legally decides if, and which, personal data is processed, for which purpose and in which manner. The person responsible for processing your personal data is De Pooter Groep B.V., located (4571 HN) Axel at the Oranjestraat 5.

Responsibility is shared by subsidiaries De Pooter Personeelsdiensten B.V., Uitzendbureau de Pooter B.V., Uitzendbureau de Pooter Techniek & Industrie B.V., De Pooter Bouw & Personeel B.V. and Talentpool Services B.V., all located at (4571 HN) Axel at the Oranjestraat 5.

What do we use your personal data for?

We can only use your personal data when we have legal grounds to do so. The legal grounds for processing your personal data are:

- Your permission. Granted permission can always be revoked;
- Processing your data is necessary for carrying out an agreement;
- Processing your data is necessary to meet a legal obligation;
- Processing your data is necessary to combat serious danger regarding your health etc. and
- Processing your data is necessary in view of the De Pooter Groep B.V.'s interests, in cases where your interest does not prevail.

We process your personal data as part of an efficient and effective management. In general, we will only collect and process your data to carry out our tasks as an employment and deployment agency, such a mediation, deployment, payroll, mediation of self-employed people, recruiting and selection, personal development and employability, HR advice, outplacement projects, wage administration and personnel management.

More specifically, we ask you to share your personal data with us for, among others, the following purposes:

- To engage with you either in an employee/employer relationship or staff/job placement relationship and carry out a financial, personnel, hour, absence and/or wage administration to this end.
- To engage in and maintain a relationship aimed at recruiting/carrying out assignments and maintain a financial administration to this end.
- To assess your suitability for a certain function or assignment, record your availability and introduce you to one or multiple (potential) clients and/or relations.
- To help mediate work and career advice and/or offer other (work-related) services, among which other courses.
- To deploy you at clients, let you work for clients or arrange assignments for you.
- To enter agreements with you, our clients and/or relations and to carry them out and fulfil them.
- To inform you about our services and our other activities to better fit them to your wants and qualities (for example, sending a job vacancy alert).
- For management purposes and generating management information and reports, carrying out market analyses, (internal and external) monitoring, audits and improving and maintaining our quality and company safety.
- To provide you access with your own account and allow you to make use of our private web portal.
- To meet current laws and regulations and/or apply for subsidies and premium discounts, for example identification or paying taxes and social contributions.
- To oblige legal reintegration obligations and to meet the instructions of the government to help people with distance to the job market find work.
- To be able to send you personal messages and special offers that fit your personal interests, based on the information you shared with us and the information that we collected about your use of the websites/social media/blogs by the De Pooter Groep B.V. using cookies or similar techniques.
- To improve our products and services (among others through our website and the private web portal) or solve (technical) problems when using the website or our services.

We only process your personal data for the purposes mentioned above. When we use for your data for other (closely related) purposes, we will inform you about this and take the appropriate measures as decreed by law.

What personal data do we process?

When registering:

- Name and address, email address and other contact data.
- Birth data, age, gender.

- Curriculum vitae (CV), information about education, internships, hobbies and work experience.
- Data about training and courses and/or tests that you followed or made yourself or through us.
- Data about availability and leave.
- Other data that is (or can be) important within the framework of assessing your suitability, for example references and certificates, passport photo and video (introduction) on a voluntary basis.

The moment you start working/work/have worked for us:

- Nationality, social security number, ID, work permit.
- Other data related to personnel, wage and absence registration.
- Diplomas and certificates.

How do we handle your personal data?

Carefully, safely and confidentially.

Supervision on processing personal data

The rules about protecting your personal data have been recorded in the General Data Protection Regulation. The Data Protection Authority (DPA) sees to it that this degree will be complied with.

When you are of the opinion that we do not comply or insufficiently comply with the provisions in this Privacy Statement, you have the right to file a complaint at the DPA. The contact information of the DPA is:

Physical address

(only by appointment)

Bezuidenhoutseweg 30

2594 AV Den Haag

Do note: when visiting the Data Protection Authority, you must show valid identification.

Postal Address

Postbus 93374

2509 AJ The Hague

Safe

To protect your privacy and the confidentiality of your data, we take suitable technical and organisational measures. We take security measures to prevent abuse of and unauthorised access to personal data, such as applying access management, firewalls and secured servers and encryption of certain types of data, such as financial information and other sensitive data.

Aside from securing the system, we also don't want everyone within the De Pooter Groep B.V. to have access to all your data. Our system has been designed so employees can only see the information that they are authorised to see.

Reporting incidents

If something unexpectedly goes wrong in the protection of your personal data or if we suspect that this is the case, we will report this at the DPA. If the infringement on your personal data may have unpleasant or harmful consequences for you, we will notify you as quickly as possible.

Confidential

We always assume that your data is confidential in nature. Every employee of the De Pooter Groep B.V. is therefore sworn to secrecy. This also goes for third parties that have been hired by us or otherwise assigned to

do work for us. Persons tasked with carrying out technical work on our systems are also sworn to secrecy. In sort, everyone who can view your data is bound to a confidentiality obligation.

How long do we keep your data?

We don't keep your data any longer than is necessary for the purposes for which your data has been processed and is legally allowed. The duration for which data is stored depends on the nature of the data and the purposes for which they are processed. The retention period can therefore differ per purpose.

Issuing to third parties

We explicitly do not issue your personal data to third parties, unless it's necessary in the framework of carrying out the agreement, if this is legally required or when you have granted us permission to do so.

We can also be obligated to issue personal data based on laws and regulations, based on a verdict of a competent judge, or in case of fraud or abuse. If this is the case, we will provide our cooperation.

Passing on your data to countries outside of the European Union

We will not pass on your personal data to a company or organisation in a country outside of the European Union, unless a model agreement has been made to this end or if you signed an agreement in which you grant permission to pass on data.

Personal contact

Contact with us often happens by telephone, through forms or through social media. Personal data that you pass on to us during those occasions will be documented for our provision of services if necessary.

Contact in different ways

Clients increasingly contact us using email, social media or through our websites. Text messages and chatting are popular as well. Of course, plenty of information is exchanged between letters and forms as well. The initiative to make contact can come from you, but also from us. The personal data you pass on to us while doing so can be processed by us, for example to answer your questions, make offers or to improve the quality of our services.

Visiting our websites

When you visit our website, we register your IP address, visitor data and cookies. You can read what we use this data for below.

What do we do with your IP address?

Everyone who uses the internet has an IP address. Even when you use the internet with your mobile phone. You can't access the internet without an IP address. We record IP addresses to protect you from internet fraud.

What do we do with your visitor data?

We record general visitor data on our website, such as the pages that are most frequently visited. This information allows us to further optimise the layout of our website. We can also use this information to put more focused information on the sites. This way, we can further improve our services. We also register how visitors navigate our websites. This data is only stored and modified internally. It's used for statistical analyses for visitor behaviour, to combat fraud and to make personal offers.

What do we do with cookies?

We use cookies on our website. A cookie is a simple small file that is sent along with pages of this website and stored onto the hard drive of your computer, tablet, telephone, etc. ('device') by your browser.

With your permission, we place “tracking cookies” on your device. We use these cookies to record which pages you’re visiting, to create a profile of your online behaviour. This profile is not linked to your name, address, email address and the like, but only exists to, for example, tailor vacancy alerts to your profile so it can be as relevant to you as possible.

Through our website, we place a cookie for the American company Google as part of the “Analytics” service. We use this service to record and generate reports on how visitors use the website. Google can provide this information to third parties if they are legally obligated to do so or in so far as the third parties process the data in behalf of Google. We don’t have any influence on this. The information collected by Google is anonymised as much as possible. Your IP address is not provided. The information is brought to and stored on servers in the United States by Google.

What are your rights?

When we process your personal data, you have certain rights according to current regulations. Your rights will be clarified below.

We will inform you when we process your personal data

Before processing your data, we will provide you information about our identity, the purposes for and the manners in which we process your data, about the rules that apply, about your rights and how you can exert influence on the process.

We can forgo this provision of information if you are already aware of the processing of your data or if informing you is impossible or proves to be a disproportionate effort.

Viewing your data

Are you registered with us and do you want to know which of your personal data is known to us? Then you can use your “Right of Access”. We do specifically request you to indicate which personal data you wish to receive.

Right to rectification

You have the right to rectify data if your data is incorrect or incomplete. You also have the right to rectify the data when the data isn’t relevant to the purpose for which we process it or if your data has been processed by us in conflict with legal regulations.

We will inform third parties that received your data from us of any potential rectifications, unless this is impossible or proves to be a disproportionate effort.

Right to erasure

Additionally, you have the right to have certain data removed. For example, when your data is no longer necessary for the purposes for which we received it, you object to the processing or when your data has been processed by us unlawfully. However, we can’t always remove all requested data, because we are (or might be) obligated to store certain data. Think of your citizen service number or a copy of your ID when you work for us or have worked for us.

Right to limitation of processing

You also have the right to limiting the processing of your data. The right to limitation means that we (temporarily) can’t process or change your personal data. This happens when you contest the correctness of the data, if you are of the opinion that the personal data is no longer necessary for the purposes or if you are of the opinion that the processing of your personal data is unlawful.

Right to objection

You can object to us processing your personal data if your personal data is used for purposes other than is necessary for carrying out an agreement or necessary to meet a legal obligation. For example, if you don't want us to use your personal data to make you a personal offer.

Right to data portability

When you have provided us with your personal data yourself, you have the right in certain cases to data portability. This means we provide your data to you in a structured, common and machine-readable manner if you request us to do so.

How can you exert your rights?

If you wish to use your rights, you can always contact us using the contact information below or by sending us a letter with your name, address and phone number. We'll respond within a month to your request.

We will ask you to identify yourself, using a valid ID. This way, we can check whether we're providing the personal data to the right person.

Excessive requests in regards to providing information can be rejected by us. Excessive requests are when you, for example, approach us more than average and necessary with information requests.

About this Privacy Statement

We reserve the right to amend this Privacy Statement. The last amendment was on June 26st 2018. You can always find the most recent version on our websites.

Do you have any questions or comments about our Privacy Statement? Feel free to contact us at:

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