

Privacy statement and other rights of interested parties

1. Introduction

Workpartner International B.V. attaches great importance to careful and secure handling of privacy-sensitive information of its website visitors, candidates, employees, and self-employed workers. Workpartner International B.V. has therefore prepared this privacy statement. Workpartner International B.V. treats and secures the personal information entrusted to it with the utmost care. With this privacy statement, Workpartner International B.V. gives you insight into how Workpartner International B.V. deals with your personal data in accordance with the General Data Protection Regulation (GDPR).

2. Who we are

Workpartner International B.V., located in Roermond at Neerstraat 37, 6040 KA, is, responsible together with its sister companies, responsible for data processing.

Workpartner International B.V. is the data controller according to the GDPR; therefore, has control over the processing of personal data and determines the purpose and means of processing.

Workpartner International B.V. sometimes engages other companies to perform services for it. In these situations, Workpartner International B.V. remains responsible for processing your personal data. Workpartner International B.V. makes contractual agreements with these companies about handling your personal data so that your privacy is guaranteed.

3. When do we collect your personal data?

We are allowed to keep and process your data in the following cases:

- If you have given Workpartner International B.V. permission to process your personal data for one or more specific purposes;
- If processing is necessary for the performance of a contract to which you are a party, or to take action at your request prior to the conclusion of a contract;
- If processing is necessary in order to comply with a legal obligation to which Workpartner International B.V. is subject;
- If processing is necessary in order to protect your or others' vital interests;
- If processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Workpartner International B.V.;
- If processing is necessary for the purposes of protecting the legitimate interests of Workpartner International B.V. or of a third party, except where your interests or the fundamental rights and freedoms that require protection of your personal data outweigh these interests.

4. Why do we collect your personal data

Your personal data is used in order to provide you with the best HR services we can offer, including employer of record, outsourcing, mediation, payroll, payroll administration, personnel management, personal development and employability, and recruitment and selection. Workpartner International B.V. uses your data for the following purposes:

- Bring together supply and demand in the job market;
- Inform you about interesting vacancies or services of Workpartner International BV;
- Record hours worked and process them in our payroll system;
- To assess your suitability and availability in connection with a placement for permanent or temporary work or an assignment, which may also include the use of test results;
- Contact you about newsletters and promotional campaigns that may be of interest to you, only if you have signed up for them;
- To enter into and maintain an employee or personnel/brokerage relationship with you and to carry out the relevant administration for this purpose;

Document	: VCU Manual	Version	: 1
Subject	: Privacy statement and other rights of interested parties	Date of issue	: 02-01-2019
Code	: 5.7pro	Page	: 1 of 5

- Fulfill our reintegration obligations and meet (the purpose imposed by the government) to help people with a large(r) distance to the labor market to work;
- To be able to record an assignment with the client in an agreement with the client and to maintain and comply with the agreement with the client;
- To process data on behalf of our clients in the context of a pre-employment screening;
- For promoting your personal development and employability, including training, education, and testing;
- For management purposes including management information, providing internal controls and corporate security, and conducting audits;
- For quality purposes such as certification;
- To apply for subsidies, premium discounts, etc.;
- If we have entered into an employee or personnel/mediation relationship with you, for compliance with laws and regulations, including but not limited to identification, labor laws, tax and social security laws, fraud prevention, and national and international sanction laws.

5. Which personal data do we collect from you?

Workpartner International B.V. may process the personal data below if you are a job seeker, candidate, seconded employee, (temporary) employee, self-employed person, and/or a business relation of Workpartner International B.V. You are responsible for ensuring that the personal data you provide is accurate and up-to-date.

Employer of record, (temporary) employee, and self-employed person

- If you can work/are working/have worked for Workpartner International B.V. or its clients, Workpartner International B.V. may process the following data: name and address details, email address, telephone number, account number and other contact details;
- Birth data, age, gender;
- Curriculum vitae (CV), information about education, internships and work experience;
- Details of training and education and/or tests that you have attended or taken yourself or through us;
- Data on availability and leave;
- Nationality, citizen service number and identity card (copy of identity card), any work permit;
- Data in the context of a pre-employment screening;
- Data relating to the nature and content of previous employment placements, as well as their termination;
- Other data that (may) be important in the context of assessing the suitability of the candidate, for example references and certificates and data relating to work experience;
- Other data related to personnel, salary and absence registration;
- On a voluntary basis other content with which you introduce yourself (photo);
- Other than the above data whose processing is required by or necessary for the application of the law.

6. Third parties

Workpartner International B.V. may disclose your personal data to other Workpartner International B.V. entities, its principals, and subcontractors (e.g. data processors) who provide services or carry out assignments on behalf of Workpartner International B.V., suppliers, government authorities, and other business partners. And in all other cases where we may be obliged to do so, for example by a court order or a court judgment.

The provision of personal data takes place on the basis of a legitimate interest, legal obligation, and/or for the execution of the agreement in accordance with the purposes as mentioned under "Why do we collect your personal data?".

Document	: VCU Manual	Version	: 1
Subject	: Privacy statement and other rights of interested parties	Date of issue	: 02-01-2019
Code	: 5.7pro	Page	: 2 of 5

7. Your rights

We are committed to ensuring that you can easily exercise your rights in relation to the processing of your personal data. If you wish to exercise any of the rights to which you are entitled and which are listed below, please contact us as described below.

Access and/or change data

You can ask us at any time via info@workpartnerinternational.com, or by letter via P.O. Box 585, 6040 AN Roermond, to specify which of your data we are processing, for what purposes, from which source the data originate and what retention periods we are using.

In addition, you can contact us at any time to supplement, correct, or remove your data. In the unlikely event that we have provided incorrect personal information about you, we will rectify this.

If you use our "e-Partner" portal, you may also supplement, correct, or remove your data (partially) yourself. When we have changed your personal data we will notify you.

Limiting the processing of your data

If you do not agree with the content of the data we hold on you, you can request that we temporarily restrict the processing of your data. We will then wait to distribute your data until it has been restored in your opinion. You can request a processing restriction at any time via info@workpartnerinternational.com, or by letter via P.O. Box 585, 6040 AN in Roermond. When we restrict the processing of your personal data, we will inform you accordingly.

Right to transfer data

You may request the personal information we hold about you in a structured, common, and machine-readable form at info@workpartnerinternational.com. You are completely free to transfer this information to third parties.

Right to be forgotten

If you no longer wish to use our services, you can request that we delete all your personal data. You can request us to delete all your data at any time via info@workpartnerinternational.com or by letter via P.O. Box 585, 6040 AN in Roermond.

You may also withdraw your consent to the processing of your data at any time. We will cease processing your personal data for which you had granted permission. However, withdrawing your consent will not affect the processing that has already taken place.

Document	: VCU Manual	Version	: 1
Subject	: Privacy statement and other rights of interested parties	Date of issue	: 02-01-2019
Code	: 5.7pro	Page	: 3 of 5

Procedure, response time, and costs

We will try to process your requests as mentioned in this chapter as soon as possible, but at the latest within one month. We are required to verify your identity before your requests can be fulfilled. Your requests will be handled electronically at first, unless this is impossible or you request otherwise.

For the processing of your aforementioned requests we will in principle not charge you, unless your requests are excessive, manifestly unfounded or if you request additional copies with the right of inspection.

8. Security

Workpartner International B.V. does everything in its power to optimally secure your personal data against unlawful use. We do this by means of physical, administrative, organizational, and technical measures. For example, only authorized persons have access to the data. If, and insofar as, data is provided to data processors who provide services or carry out assignments on its behalf, Workpartner International B.V. has agreed with them that they will also optimally secure the personal data.

9. Retention period

Workpartner International B.V. does not retain personal data longer than is necessary for the purpose of the processing and in accordance with the statutory retention periods.

10. Questions, comments, complaints or (suspected) data breach

If you have any questions, comments, or complaints about the protection of your personal data by Workpartner International B.V., please contact us via info@workpartnerinternational.com or by letter via P.O. Box 585, 6040 AN in Roermond. You can also reach us by telephone at 0475-317430.

If you do not agree with the use by Workpartner International B.V. of your personal data, you can also file a complaint with the Dutch Protection Authority.

11. Data breach

In case of a (suspected) data breach, please report it immediately via info@workpartnerinternational.com or 0475-317430.

12. Changes

Workpartner International B.V. reserves the right to amend or change this privacy statement. None of the provisions of the privacy statement are intended to create any obligation or agreement between Workpartner International B.V. and a data subject.

13. Other provisions

The provisions of this privacy statement and all disputes arising from it are governed by Dutch law.

Document	: VCU Manual	Version	: 1
Subject	: Privacy statement and other rights of interested parties	Date of issue	: 02-01-2019
Code	: 5.7pro	Page	: 4 of 5