

Privacy Statement

1. Your trust, our interest

Operational progressiveness, quality, transparency, independence and trust are core values at De Staffing Groep. Our company information and your data are extremely valuable and essential for us to be able to carry out our work. That is why De Staffing Groep makes every effort to ensure that your confidential information remains secure, private and available. Our starting point is that we handle your data in the way we want our data to be handled.

2. Privacy Statement of De Staffing Groep Nederland B.V.

De Staffing Groep Nederland B.V. is part of De Staffing Groep and is the controller with respect to processing personal data as set out in this privacy statement. Where in this privacy statement the terms "we" and "us" are used, these shall refer to De Staffing Groep Nederland B.V.

Our contact details are as follows:

De Staffing Groep Nederland B.V.
Fultonbaan 6
3439 NE Nieuwegein
www.destaffinggroep.nl
info@destaffinggroep.nl
+31 (0)30 600 15 00

Robert da Costa is our Data Protection Officer. He can be contacted on +31 (0)30 600 1528 or dpo@destaffinggroep.nl.

3. Personal data we process and their origin

We process personal data because you use our services and/or because those data are provided to us or have been collected by us. You may have given these data to us yourself, but they may also originate from third parties, such as your employer or another party you have a business relationship with. We also collect data from public sources such as LinkedIn and other forums.

In the event of inclusion in our process, consent is always requested. This involves the following personal data.

Employees (including candidates, agency workers, applicants and permanent staff):

- first name and family name;
- address details, email address, telephone number, social media contact details and any other contact details;
- date of birth, age, marital status, sex;
- passport photo;

- nationality, proof of ID;
- work permit, VAR [Declaration of Independent Contractor Status];
- curriculum vitae (CV), information regarding education and employment history;
- references and certificates;
- IP address;
- other data you provide us with.

Contact persons of clients and other business contacts:

- first name and family name;
- email address and telephone number
- position title;
- social media contact details;
- passport photo.

4. Special personal data we process

We also process the Citizen Service Number (BSN) of employees (including candidates, agency workers, job applicants and permanent staff).

5. For what purpose and on what legal basis do we process personal data?

We process your personal data for our business operations: mediating employment of persons in the labour market. Specifically, our processing purposes are as follows.

Employees (including candidates, agency workers, applicants and permanent staff)

Personal data of the employee (including candidates, agency workers, applicants and permanent staff) are processed by us for the performance of the service once your data are entered on our website or you register through our office.

Your personal data may be used:

1. to provide suitable requests from our clients and/or information about our services;
2. to assess your suitability and availability for an assignment;
3. to record an assignment with the client in an agreement with the client and to maintain and perform the agreement with the client;
4. for management purposes including management information, ensuring internal control and operational safety, and conducting audits;
5. to send our newsletter;
6. to comply with legislation and regulations.

Contact persons of clients and other business contacts.

Personal data of contact persons of clients and other business contacts may be used by us:

1. to make offers for and/or to provide information about the service and other activities;
2. to maintain a business relationship and to enter into and maintain an agreement for services;
3. to send our newsletter;
4. to comply with legislation and regulations.

The legal bases for these processing operations are as follows:

1. your consent for certain processing operations, if given;
2. for the performance of our agreement with you it is necessary to carry out certain processing operations;
3. certain processing operations are required by law, such as processing your BSN if you take up employment with us;
4. certain processing operations are necessary in order to protect our legitimate interests. Those interests consist of being able to properly conduct our business activities by:
 - including candidates in our database, who have indicated through intermediaries and forums that they are open to employment at a client's premises;
 - being able to maintain contact with our business contacts and by processing the personal data of the contact persons for this purpose.

6. No automated individual decision-making

We do not use automated individual decision-making. This means that we do not automatically make decisions using your personal data, without human intervention, that affect you significantly or that have legal consequences for you.

7. Whom do we share personal data with?

We do not share any personal data with (parties in) countries or organisations outside the European Union.

We only share your personal data if this is necessary to perform the agreement entered into with you, or if we are required to do so by law or if you have given us your express consent to do so. For example, we will share your personal data with potential clients in order to assess whether they wish to hire you and, if you are selected, to carry out that assignment.

If we engage a party to process your personal data on our behalf, we will remain the data controller. In other words, we determine for what purpose and by what means these data will be processed. Obviously, in that case we will ensure that proper agreements are made with respect to the security of your personal data.

8. How long do we retain your personal data for?

In any case, we will retain the personal data of employees (including candidates, agency workers, applicants and permanent staff) for as long as the agreement with us continues. If you have indicated that you wish to be included in our database of candidates, we will retain your data until you communicate that they must be deleted or until such time that we communicate to you that we will delete them. If the law stipulates a shorter or longer retention period, we will, of course, comply with the law.

9. Your rights with respect to personal data

- You have the right to access, modify or delete or cause to delete your personal data.
- You have the right to have the processing restricted or to object to the processing and to transfer or cause to transfer your personal data to another controller.
- You are entitled to withdraw your consent you have given for any processing operations. Withdrawal of your consent shall not affect any processing operations that have already taken place.

Please note that exercising these rights is sometimes subject to conditions. We look forward to informing you further upon request. Please contact our support department by email at <mailto:mijngegevens@destaffinggroep.nl> or by telephone on +31 (0)30 600 15 00.

Also please note that providing your personal data as an employee (including candidates, agency workers, applicants and permanent staff) is necessary in order to present you to potential clients and to carry out any assignment. If you do not provide these data, we will not be able to present you or assign you to potential clients.

In many cases, you can access, modify and delete your personal data through your own personal account, which gives you access to a large part of your registered personal data. You can change a number of details through the website at any time, such as making changes to your profile or account details.

For personal data that you cannot modify and to exercise other rights, please contact our support department by email at mijngegevens@destaffinggroep.nl or by telephone on +31 (0)30 600 15 00. Business contacts may also contact their own contact with us.

We will process all requests within a reasonable period and in any case will inform you regarding your request, within one month.

10. Use of cookies

We use cookies on our website. Cookies are small files that we place on your computer. This way we ensure that the website works properly and is better tailored to the visitor. Cookies do not store your name, email address or other personal data. We want to protect your privacy the best we can and make and keep our website as user-friendly as possible.

De Staffing Groep uses 2 types of cookie:

- Functional cookies: we need these cookies for the proper functioning of the website.
- Statistical cookies: these enable us to improve the website. We use these cookies to see which pages are visited most frequently. And what routes are taken on the website. This allows us to see which pages we may need to change, so you can find what you need faster.

No cookies?

You can choose which cookies we are allowed to use in your case. We always ask your permission for the use of functional cookies. There is much of information about how to reject or remove cookies on the Internet, for example on the [Consumers' Association's web page](#).

11. Questions, comments or complaints

If you have any questions, comments or complaints about the processing of your personal data by us, please contact us using the contact page on our website or directly by email at klachten@destaffinggroep.nl. You can also call us on +31 (0)30 600 15 00.

Alternatively, you can address your complaint to the supervisory authority, the Data Protection Authority.

12. Date

This privacy statement was drawn up on 1 March 2018 and last amended on 1 May 2018. We may amend this statement. In order to stay up to date with our current privacy statement, we recommend that you consult it regularly.