

## **Privacy Statement Website**

**W&F Detacheringen BV**





## Privacy Statement W&F Detacheringen BV

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This is the Privacy Statement of W&F Detacheringen BV. In order to be of service to you and to perform our work as efficiently and effectively as possible, W&F Detacheringen BV processes your personal data.

W&F Detacheringen BV attaches great importance to handling your data with care. Your personal data is therefore carefully processed and secured by us. You can trust W&F Detacheringen BV will keep your data safe and comply with the applicable legal requirements.

### **Why does W&F Detacheringen BV have a Privacy Statement?**

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

### **What is personal data?**

Personal data is all data that can be traced to a natural person, meaning you. Personal data includes: your name, address, date of birth, telephone number, email address and information about your identity. We receive this type of data from you when you complete a form, send a letter or email, or call us. When you visit the W&F Detacheringen BV website, you also provide us with personal data in some cases. For example, in the form of an IP address or a cookie.

When your personal data is shared with W&F Detacheringen BV by you or by a third party, we process it. The meaning of the term processing is broad and includes: collecting, storing, consulting, deleting, using and providing data to third parties. Deletion or destruction is also considered 'processing'.

### **To what does this Privacy Statement apply?**

This Privacy Statement applies to all personal data that W&F Detacheringen BV processes from you in the context of its services to you in a fully or partially automated manner.

### **Whose personal data does W&F Detacheringen BV process?**

We can process personal data of all persons with whom we have contact or who visit this website. These include (potential) temporary employees, seconded payroll employees and customers of W&F Detacheringen BV. We also process personal data of contact persons of our (potential) clients, business customers, suppliers or business partners.

Important: If you, as an organisation or company, provide us with the personal details of your employees, you are required to inform your employees about this in accordance with the applicable legislation. You can give this Privacy Statement to your employees, so they will know exactly how W&F Detacheringen BV handles their personal data.

### **Who is responsible for processing your personal data?**

The responsible for processing your personal data (the controller) is W&F Detacheringen BV, established at Loo 14, 5571 KR Bergeijk and registered at the Chamber of Commerce under number 71183795.



The controller is the person or entity who, formally and legally, decides whether and, if so, which personal data is processed, for what purpose and how.

### **What does W&F Detacheringen BV do with your personal data?**

W&F Detacheringen BV can only process your personal data if we have a legal basis for this. The legal bases for processing your personal data are:

- your consent. Consent can be withdrawn at any time;
- when processing your data is necessary for the execution of an agreement;
- when processing your data is necessary to comply with a legal obligation;
- when processing your data is necessary to combat serious health risks;
- When processing your data is necessary in view of the interests of W&F Detacheringen BV, whereby your interest does not prevail.

W&F Detacheringen BV processes your personal data for efficient and effective business operations, in particular in the context of performing the following activities:

In general, we only collect and process your data for the execution of our duties as a temporary employment agency, such as mediation, temporary employment, secondment, payroll, recruitment & selection, personal development and employability, salary administration and personnel management. More specifically, we ask you to share your personal data with us for the following purposes:

- to enter into and maintain an employee/employer relationship or a personnel/employment relationship and to conduct a financial, personnel, hourly, absenteeism and/or salary administration for this.
- to enter into and maintain a relationship focused on the acquisition and performance of assignments, and to conduct the (financial) administration for this.
- to assess your suitability for a specific position or assignment, to record your availability and to put you in touch with or to introduce you to one or more (potential) clients and/or relations.
- to mediate you towards work, to offer you career advice and/or other (work-related) services, including training, to deploy you at clients, to let you perform work at clients, or to arrange assignments for you.
- to be able to conclude agreements with you, our client(s) and/or relations and to be able to execute and fulfil these.
- to inform you about our services and our other activities so that they can better meet your requirements and qualities (for example, sending a message via Helloflex Gossip).
- For management purposes and generating management information and reports, conducting market analyses, (internal and external) checks, audits and account inspections and promoting and maintaining our quality and operational safety.
- to be able to comply with the applicable laws and regulations and/or to apply for subsidies and premium discounts, for example, the identification or payment of taxes and social contributions.
- to comply with legal reintegration obligations and to comply with the government's duty of helping people who are distanced from the employment market to get back to work.



- to send you personal messages and special offers that match your personal interests, based on the information you have shared with us and the information that we have collected through cookies or similar techniques about your use of the W&F Detacheringen BV websites/social media/blogs.
- to improve our products and services (including via our website and the private web portal) or to solve (technical) problems when using the website or our services.

We only process your personal data for the aforementioned purposes. When we use your data for other (closely related) purposes, we will inform you in accordance with the law and take the required measures.

### **What personal data do we process?**

Upon registration:

- Name and address, email address and other contact details.
- date of birth, age, gender.
- curriculum vitae (CV), information about education, internships and work experience.
- information about training and education and/or exams that you have taken individually or through us.
- information about availability and leave.
- other information that may be important in the context of the assessment of your suitability, for example, references and certificates of passport photo and video (introduction) - on a voluntary basis.

The moment you can start working/ are working /have worked for us:

- nationality, social security (BSN) number, proof of identity, work permit (if applicable).
- other information related to employee, salary and absence records.

### **How does W&F Detacheringen BV handle your personal data?**

Carefully, safely and confidentially. This is how we handle your personal data. W&F Detacheringen BV has prepared a policy document for this.

### **Supervision of processing personal data**

The regulations on protecting your personal data are laid down in the General Data Protection Regulation. The Dutch Data Protection Authority (AP) ensures that this law is complied with.

If you believe that the provisions of this Privacy Statement are not or are insufficiently complied with by us, you have the right to submit a complaint to the AP. The contact details for the AP are:

Bezuidenhoutseweg 30  
2594 AV The Hague  
0900-2001201

### **Secure**

To protect your privacy and the confidentiality of your data, W&F Detacheringen BV takes appropriate 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 secure servers, and encrypting certain types of data, such as financial information and other sensitive data.



In addition to securing the systems, we also make sure that not everyone at W&F Detacheringen BV has access to all your data. Our systems are set up in such a way that employees can only see the information for which they are authorised.

### **Reporting incidents**

If it turns out that something has gone wrong with the protection of your personal data, or we suspect that this is the case, we will report this to the AP. If the violation of your personal data may have negative or adverse consequences for you, we will let you know as soon as possible.

### **Confidential**

We assume that your information is always confidential in nature. Every employee of W&F Detacheringen BV is therefore obliged to confidentiality. This also applies to third parties hired by W&F Detacheringen BV or otherwise appointed to perform work. Persons charged with carrying out technical work on our systems are also bound by confidentiality. In short, anyone who has access to your data is bound by confidentiality.

### **How long do we keep your data?**

W&F Detacheringen BV does not store your data longer than necessary or legally permitted for the purposes for which your data is processed. How long data is stored depends on the nature of the data and the purposes for which it is processed. The retention period can therefore be different for each purpose.

### **Disclosure to third parties**

We explicitly do not disclose your personal data to third parties, unless this is necessary in the context of the performance of the agreement, if this is required by law or if you have given us your permission for this.

W&F Detacheringen BV may also be obliged to provide personal data on the basis of legislation or regulations, on the basis of a decision by a competent court, or in the event of fraud or abuse. W&F Detacheringen BV will cooperate in this case.

### **Passing on your data to countries outside the European Union**

W&F Detacheringen BV will not transfer your data to a company or branch in a country outside the European Union, unless a model agreement has been concluded for this or when you have signed a statement in which you give your consent for the transfer.

### **Personal contact with W&F Detacheringen BV**

Most contact between you and W&F Detacheringen BV takes place by telephone, through forms, email or social media. We record personal data that you provide for this if required for our services.

### **Different ways to contact us**

Customers are increasingly contacting W&F Detacheringen BV through email, social media (Facebook, Twitter) or via [www.wenfdetacheringen.nl](http://www.wenfdetacheringen.nl). SMS and chat are also used. And a lot of information is exchanged through letters and forms. The initiative to make contact can come from you or from W&F Detacheringen BV. The personal data you provide to us through this contact can be





processed by W&F Detacheringen BV. For example, to answer your questions, make offers or to improve the quality of our services.

### **Calling W&F Detacheringen BV**

If you call us or we call you, we can record the telephone conversation. We do this to train, coach and assess our employees and to optimise the quality of our services to you.

### **Visiting the W&F Detacheringen BV website**

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

#### **What do we do with your IP address?**

Everyone who uses the internet has an IP address. Even if you use the internet from your mobile phone. You cannot use the internet without an IP address. W&F Detacheringen BV keeps IP addresses to protect you from internet fraud.

#### **What do we do with your visitor data?**

General visitor data is kept on the websites of W&F Detacheringen BV, such as the most visited pages. With this information we can optimise the layout on our website. The information can also be used to offer more specific information through the website. This enables us to improve our services. We also record visitors clicking behaviour on the W&F Detacheringen BV website. This data is only stored and processed internally. It is used for statistical analyses of visitor behaviour, for combating fraud and to enable us to make personal offers.

#### **What do we do with cookies?**

We use cookies on this website. A cookie is a small file that is sent along with pages from this website and that your browser stores on the hard drive of your computer, tablet, phone or other devices.

With your permission we place "tracking cookies" on your device. We use these cookies to keep track of the pages you visit, in order to build a profile of your online behaviour. This profile is not linked to your name, address, email address etc., but is only used to match vacancy alerts to your profile to ensure they are as relevant as possible to you.

Through our website, a cookie from the U.S. company Google is placed on your device, as part of the 'Analytics' service. We use this service to keep track of and get reports on how visitors use the website. Google may also transfer this information to third parties if Google is legally required to do so, or if third parties process the information on Google's behalf. We have no influence on this. The information Google collects is made anonymous as much as possible. We emphasise that your IP address is not shared. The information is transferred to and stored by Google on servers in the United States.

#### **What are your rights?**

When W&F Detacheringen BV processes your personal data, you have certain rights according to the applicable regulations. Your rights will be explained below.



### **We will inform you when we process your personal data**

To process your data, W&F Detacheringen BV provides you with information regarding our identity, the purposes for which and the ways in which we process your data, the regulations that apply to it, your rights and how to influence these.

Providing this information can be omitted if you are already aware of the processing of your data or if a communication to you is impossible or requires a disproportionate effort on our part.

### **Access to your data**

Are you registered with W&F Detacheringen BV and would you like to see which personal data is known to us? Then you can use your 'Right of access'. We request you to indicate specifically which personal data you would like to receive. If you have created an account on [www.wenfdetacheringen.helloflex.com](http://www.wenfdetacheringen.helloflex.com), you can view and change your details by logging in.

### **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 if the data is not relevant for the purpose for which we are processing it, or if your data has been processed by us in violation of a legal regulation.

We will inform the third party/parties who have received your data from us of any rectification, unless this is impossible or requires a disproportionate effort on our part.

### **Right to deletion of data**

You also have the right to have certain data deleted. For example, when your data is no longer needed for the purposes for which we received it, you object to the processing or when your data has been processed unlawfully by us. However, we cannot always delete all requested data, because we are/may be obliged to retain certain data from you. This includes (BSN) social security number or a copy of your proof of identity if you work or have worked for us.

### **Right to limit processing**

You also have the right to limit the processing of your data. The right to limitation means that we may not (temporarily) process your personal data or change it. This is the case if you dispute the accuracy of the data, if you believe that the personal data is no longer needed for the purposes or if you believe that the processing of your personal data by W&F Detacheringen BV is unlawful.

### **Right to object**

You can object to the processing of your personal data by W&F Detacheringen BV if your personal data is used for purposes other than necessary for the implementation of an agreement or necessary for the fulfilment of a legal obligation. For example, when you do not want us to use your personal data to make personal offers.

### **The right of data portability**

If you have provided us with your personal data yourself, you have the right to data transferability in certain cases. This means that we will provide you with your data in a structured, current and machine-readable manner, on request.



### **How can you exercise your rights?**

If you wish to exercise your rights, you can contact us at any time using the contact details below or by sending us a letter with your name, address and telephone number. We will respond to your request within one month.

We will ask you to identify yourself, using a valid proof of identity. That way we can check whether we provide the right person to the personal data.

Excessive requests regarding the provision of information may be rejected by us. Excessive requests occur when, for example, you approach us more frequent than average and necessary with requests for information.

### **About this privacy statement**

W&F Detacheringen BV can amend this Privacy Statement. The last amendment was on 11-16-2018. You can always find the most recent version on [www.wenfdetacheringen.nl](http://www.wenfdetacheringen.nl).

Do you have questions or comments about our Privacy Statement? Please contact us:

W&F Detacheringen BV  
Loo 14, 5571 KR Bergeijk  
email: [administratie@wenfdetacheringen.nl](mailto:administratie@wenfdetacheringen.nl)