

## Privacy Statement My Flexwork

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This is the Privacy Statement of My Flexwork B.V., hereinafter to be referred to as 'My Flexwork'. My Flexwork processes your personal data in order to be of good service to you and to perform our work as efficiently and effectively as possible.

My Flexwork deems the careful handling of your personal data to be of paramount importance. For this reason we will carefully process and protect your personal data. You can rely on your data being safe at My Flexwork and that we comply with the applicable laws and regulations.

### **Why does My Flexwork have a Privacy Statement?**

We described the ways in which we handle your personal data in detail in this Privacy Statement. Here you can read which of your personal data we process, for what purposes, who has access to your data, how we store your data, to whom we transfer your data and in which way you can influence this. For us your interest comes first!

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

Personal data encompasses all the data that can be traced back to a natural person, in this case you. Examples of personal data are; your name, address, date of birth, telephone number, email address and biometric characteristics. You provide us with these data when completing a form, for example, or when you send us a letter or email, or contact us by phone. In some cases you also provide us with personal data when you visit the My Flexwork website, in the form of an IP address or a cookie, for instance.

As soon as you or a third party share your data with My Flexwork, it will be processed by us. The meaning of the term process is fairly encompassing and includes, among other things: collect, store, consult, remove, use and provide data to third parties. However, deleting or destroying the data also falls under the term 'process'.

### **What does this Privacy Statement apply to?**

This Privacy Statement applies to all personal data that My Flexwork processes within the context of the services it provides to you, albeit it in a fully or partially automated manner.

### **Whose personal data does My Flexwork process?**

We can process personal data of all persons we are in contact with or those who visit this website. This includes, among others, (potential) temporary workers, seconded persons, payroll employees and clients of My Flexwork. We also process the personal data of the contacts of our (potential) clients, business clients, suppliers or business partners.

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

The responsible party for the processing of your personal data is the My Flexwork located at Morsestraat 16 in Berkel en Rodenrijs. The responsible party is the person who decides, formally and legally, if personal data is processed and if so, which personal data will be processed, for what purpose and in which way.

### **What does My Flexwork use your personal data for?**

My Flexwork can only process your personal data if there is a legal basis to do so. The legal bases for the processing of your personal data are:

- Your permission. Permission granted can be revoked at any time;
- The processing of your data is necessary for the execution of an agreement;
- The processing of your data is necessary to meet a statutory requirement;
- The processing of your data is necessary to combat a serious danger to your health;

- The processing of your data is necessary in view of the interest of My Flexwork, where your interest does not prevail.

My Flexwork will process your personal data for the purpose of an efficient and effective operational management. Particularly within the context of performing the following activities:

In general, we will only collect and process your data for the execution of our tasks as temp and secondment agency, such as mediation, for example, foreign assignments, secondment, payroll, mediation regarding independent contractors, recruitment & selection, personal development and availability, salary administration and personnel management.

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

- To enter into and maintain an employee/employer relationship or a personnel/employment mediation relationship and to pursue a financial, personnel, hours, absenteeism and/or salary administration for this purpose.
- To enter into and maintain a relationship aimed at securing/carrying out assignments and to pursue a financial administration for this purpose.
- To assess your suitability for a specific position or assignment, to establish your availability and bring you into contact with or introduce you to one or more (potential) clients and/or business relations.
- To mediate where work is concerned, to offer you career advice and/or other (work-related) services such as training courses, to place you at the location of clients, to have you perform work at the location of clients, or to arrange assignments for you.
- To conclude agreements with you, our client(s) and/or business relations and to execute and honour these.
- To inform you of our services and our other activities, to better tailor these to your wishes and skills (sending you a vacancy alert, for example).
- For management purposes and the generation of management information and reports, to conduct market analyses, (internal and external) inspections, audits and to promote and maintain our quality and operational safety.
- To provide you with access using your own account so that you can make use of our private web portal.
- To comply with applicable laws and regulations and/or applying for subsidies and premium reductions such as, for instance, the identification or payment of taxes and social insurance contributions.
- To meet legal re-integration obligations and comply with the government requirement of helping people who are far removed from the labour market to find work.
- To be able to send you personal messages and special offers that are tailored to your personal interests, based on the information you have shared with us and the information we collected via cookies or similar techniques on your use of the My Flexwork websites/social media/blogs.
- To improve our products and service provision (via our website and the private web portal, among other things) or to solve (technical) problems when making use of the website or our services.

We will only process your personal data for the purposes stated. When we use your data for other (closely related) purposes, we will inform you of this and take the required measures as dictated by law.

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

Upon registration:

- Name and address details, email address and other contact information.
- Birth data, age, gender.
- Curriculum vitae (CV), information on education, work placements and work experience.

- Data regarding training and education and/or tests you either followed or completed by yourself or via us.
- Data regarding availability and leave.
- Other data that could be important within the context of the assessment of your suitability, such as references and testimonials, passport photo and video (introduction) - on a voluntary basis.

At that point in time that you are either starting to work for us, or work for us or have worked for us:

- Nationality, Civil Service Number (BSN), proof of ID, work permit.
- Other data related to the registration of personnel, salary and absenteeism.

#### **How does My Flexwork handle your personal data?**

Meticulously, safely and confidentially. This is how we deal with your personal data. For this purpose, Interactive has compiled a policy document.

#### **Supervision on the processing of personal data**

The regulations regarding the protection of your personal data have been laid down in the General Data Protection Regulation. The Dutch Data Protection Authority (Dutch DPA) ensures the compliance with this act.

If you are of the opinion that the stipulations from this Privacy Statement are not or not sufficiently observed by us, you have the right to file a complaint with the Dutch DPA. The contact details of the DPA are:

Bezuidenhoutseweg 30  
2594 AV Den Haag  
0900-2001201

#### **Safe**

In order to protect your privacy and the confidentiality of your data, My Flexwork has taken appropriate technical and organisational measures. We take security measures to prevent the misuse of and unauthorised access to personal data, such as the application of access control, firewalls and secured servers and the encryption of certain types of data, such as financial information and other sensitive data.

In addition to protecting the systems, we also want to make sure that not everybody within My Flexwork can access all your data. Our systems have been set up in such a way that employees can only see the information they are authorised to see.

#### **Reporting incidents**

If, unexpectedly, it would appear that something went wrong with the protection of your personal data, or when we suspect that this may be the case, we will report it to the DPA. We will inform you, as soon as possible, if the infringement on your personal data could result in unfavourable or adverse consequences for you.

#### **Confidential**

We presume that your data is always confidential in nature. For this reason, each My Flexwork employee must treat your data confidentially. The same applies to third parties who were hired by My Flexwork or who were otherwise appointed to perform work for My Flexwork. Persons responsible for any technical work on our systems must also treat all data confidentially. In short, everyone who has access to your data has a duty of confidentiality.

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

My Flexwork will retain your data no longer than is necessary for the purposes for which your data was processed and no longer than is legally allowed. How long certain data will be retained depends on the nature of

the data and the purposes for which it is being processed. This retention period could, therefore, differ per purpose and is determined by law.

#### **Making data available to third parties**

We will definitely not pass your data on to third parties unless it is deemed necessary within the context of the execution of the agreement, or unless it is required by law or when you have given us permission to do so.

My Flexwork could also be obliged to provide personal data on the basis of the applicable laws and regulations, on the basis of a ruling by a competent judge or in the event of fraud and misuse. If this is the case, My Flexwork will fully cooperate.

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

My Flexwork will not pass your data on to a company or branch in a country outside the European Union, unless a model agreement was concluded for this, or unless you have signed a declaration in which you give your permission for the transfer.

#### **Personal contact with My Flexwork**

Contact between you and My Flexwork usually takes place via the telephone, via forms, an email or social media. If it is necessary for the services we provide, we will record the personal data you provide.

#### **Contact in different ways**

Increasingly so, clients contact My Flexwork via email, social media (Facebook, Twitter) or via the website. Text messages and chatting is often used as well. Obviously, much information is also exchanged via letters and forms. You could initiate the contact, but so can My Flexwork. The personal data you provide in this case can be processed by My Flexwork. To provide answers to your questions, for instance, to present you with offers or to improve the quality of our services.

#### **Visit to My Flexwork, Morsestraat 16, Berkel en Rodenrijs**

Your visit is recorded on camera. Video recordings are made outside the office building and in the hall to ensure, in the event of emergencies, that we know exactly who is in the building and to ensure that unauthorised persons do not access the office building. Videos are only viewed after emergencies and are retained for a maximum of 4 weeks.

#### **Visit to the My Flexwork website**

When you visit our website, we register your IP address, visit data and cookies. See our cookie statement.

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

Everyone using the internet has an IP address. Also when you access the internet via your mobile phone. You cannot browse the internet without an IP address. My Flexwork keeps track of IP addresses to protect you against internet fraud.

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

According to the applicable legislation you have certain rights when My Flexwork processes your personal data. We will explain your rights below.

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

For the purpose of processing your data, My Flexwork provides you with information regarding our identity, the purposes for which and the ways in which we process your data, the rules that could apply to this, your rights in this respect and the manner in which you can influence this.

This provision of information can be omitted if you are already aware of the processing of your data or if a notification to you is either impossible or when it would take a disproportionate effort on our part.

### **Accessing your data**

Are you registered with My Flexwork and would you like to see the personal data we have of you? In this respect you can exercise your 'Right of access'. We will, however, ask you to specifically indicate which personal data you wish to receive.

### **Right to rectification**

You have the right to rectify your data if they are incorrect or incomplete. You also have the right to rectify the data if they are not relevant to the purpose for which we process them, or when your data is processed by us contrary to a statutory requirement.

We will inform the third party (parties) that have received your data from us of a possible rectification, unless this is impossible or when it would take a disproportionate effort on our part.

### **Right to erasure**

In addition, you have the right to have certain data deleted. For example, when your data is no longer required for the purposes for which we have received it, when you object to the processing or when we have processed your data unlawfully. It is, however, not possible to always delete all the required data as it may be that we are obliged to retain some of your personal data. Examples are the Civil Service Number (BSN) or a copy of your proof of identity if you work or have worked for us.

### **Right to restriction of processing**

You also have the right to restrict the processing of your data. The right of restriction entails that we cannot (temporarily) process nor change your personal data. This can occur if you contest the correctness of the data, if you are of the opinion that the personal data are no longer required for the purposes for which they were collected or if you are of the opinion that the processing of your personal data by My Flexwork is unlawful.

### **Right to object**

You can object to My Flexwork processing your data if your personal data is used for purposes other than those necessary for the execution of an agreement or for the compliance with a statutory requirement. For example, if you do not want us to use your personal data for the purpose of presenting you with personal offers.

### **Right to data portability**

If you have provided us with your personal data, you have the right to data portability in certain cases. This means that we will provide your data to you in a structured, commonly-used and machine-readable format if you ask us to.

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

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

We will ask you to prove your identity by means of a valid ID. In this way we can verify whether we provide the personal data to the right person.

Exorbitant requests relating to the provision of information could be rejected by us. An example of an exorbitant request is when you approach us more often than is acceptable and necessary with requests for information.

#### **Setting click behaviour**

If you do not want My Flexwork to use the data regarding your click behaviour in order to collect general visit data, you can set your preference via the below link.

#### **About this Privacy Statement**

This Privacy Statement can be amended by My Flexwork. The last amendment dates back to 28 May 2018. You will always find the most recent version on [www.myflexwork.com](http://www.myflexwork.com).

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

#### **My Flexwork**

Attn. AVG Taskteam

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