

PRIVACY STATEMENT

Werktijd Uitzendburo BV
Werktijd Payroll BV
WerktijdZorg BV

In this document jointly referred to as Werktijd BV

1. Introduction

Werktijd BV attaches great importance to the careful and secure handling of privacy-sensitive information of its website visitors, candidates, employees and self-employed workers.

Werktijd BV has therefore drawn up this privacy statement. Werktijd BV treats and secures the personal information entrusted to us with the utmost care. With this privacy statement, Werktijd BV provides insight into how Werktijd BV deals with your personal data in accordance with the General Data Protection Regulation (GDPR).

2. Who we are

We are Werktijd Uitzendburo BV, Werktijd Payroll BV and WerktijdZorg BV, all part of the Werktijd Holding, jointly referred to in this document as Werktijd BV.

Werktijd BV is located at het Meer 58, 8448 GK in Heerenveen / Voorstraat 24 9285 NS in Buitenpost. Werktijd BV is a controller in the sense of the GDPR and therefore has control over the processing of personal data and determines the purpose and means of this processing.

Werktijd BV sometimes commissions other companies to carry out services for it. In these situations, Werktijd BV remains responsible for the processing of your personal data. Werktijd makes BV contractual agreements with these companies about the handling of your personal data, so your privacy is secured.

3. Technical information

When you visit our website the website automatically collects information on (devices of) our visitors. This includes, for example, information about the device used to access the website, the IP address of your device, the IP address of your Internet Service Provider, the operating system you use, the date and time of your visit, the Internet address of the website from which you were directly linked, the pages you visited and the information you viewed on the website, the geo-location where you are located and the material you send and download from the website. We use this technical information for the management of the website and to improve the quality and effectiveness of our website.

4. Cookies

Werktijd BV uses cookies and web statistics. This enables us to view how visitors use our website. In addition, this allows us to better adapt our website to the usage preferences of our visitors. Cookies are small pieces of data that are stored on your computer. On a subsequent visit to our website, these small pieces of data are recognised, which makes your visit easier.

5. Social Media and Google Analytics

With your permission, we use Facebook cookies Facebook (Facebook Custom Audience and Facebook Pixel) to make advertisements available. These cookies allow us to display advertisements that are relevant to you. Our statistics package, Google Analytics, also places cookies. We would like to know how our visitors use the website and how many people visit our website every month, so that we can optimise the use of the website. Naturally, we don't want you to be tracked, but we would like to serve you as well as possible and for that we need good statistics. With Google Analytics, the information is anonymised as much as possible. Your IP address will emphatically not be used. We are therefore unable to trace you back personally.

6. When do we collect your personal data?

In the following cases, we are permitted to store and process your data:

- If you have given Werktijd BV your consent to the processing of your personal data for one or more specific purposes.
- If the processing is necessary for the execution of an agreement where you are involved, or to take measures at your request before the conclusion of an agreement;
- If the processing is necessary to comply with a legal obligation incumbent on Werktijd BV;
- If the processing is necessary in order to protect your or others' vital interests;
- If the processing is necessary for the execution of a task of general interest or of a task in the exercise of public authority that has been assigned to Werktijd BV;
- If the processing is necessary for the representation of the legitimate interests of Werktijd BV or of a third party, except if your interests or the fundamental rights and freedoms that require the protection of your personal data take precedence over those interests.

7. Why do we collect your personal data?

Your personal data will be used to provide the HR services offered to you in the best possible way, including temporary employment, secondment, mediation, payroll, salary administration, personnel management, personal development & employability and recruitment & selection.

Werktijd BV uses your data for the following purposes:

- To bring supply and demand on the labour market together.
- To inform you of interesting special promotions of products and services of Werktijd BV and of third parties.
- To register and process hours worked in our salary system.
- To be able to assess your suitability and availability with regard to a mediation to permanent or temporary work or an assignment, in which test results can also be used.
- To approach you for commercial special offers, newsletters and promotional campaign that may be of interest to you, only if you have registered for these (opt-in).
- To enter into and maintain an employee or personnel/intermediary relationship with you and to conduct the relevant administration for this.
- To comply with our reintegration obligations and to achieve (the government-imposed objective of) helping people with a large(r) distance to the labour market to find work.
- To be able to record an assignment with the Commissioning Party in agreement with it and to maintain and fulfil this agreement with the Commissioning Party.
- Processing data for our Commissioning Parties in the context of a pre-employment screening.
- To promote your personal development and employability, including training, education and test.
- For management purposes including management information, arranging internal controls and operational safety and exercising audits.
- Quality objectives such as certification.
- To apply for grants, premium discounts, etc.
- If we have an employee or employee/mediation relationship with you, for compliance purposes, including, but not limited to, identification, employment, tax and social security, anti-fraud, and national and international sanctioning laws.

8. What personal data do we collect from you?

If you are a jobseeker, candidate, seconded, (temporary) employee, self-employed entrepreneur and/or business relation of Werktijd BV, Werktijd BV may process the personal data below. You are responsible for ensuring that the personal data you provide is correct and up to date.

Job seeker or candidate

- Contact details, email address, telephone number and other contact details
- Birth data, age, gender
- Curriculum vitae (CV), information on education, internships and work experience
- Information on training and education and/or tests you have completed yourself or through us
- Information on availability and leave
- Other information that may be relevant to the assessment of the candidate, such as references and qualifications, and information concerning work experience
- On a voluntary basis, other content where you present yourself (video, photo)
- Information other than those mentioned above of which the processing is required or necessary to comply with the application of the law

Seconded (temporary) employee and independent entrepreneur

If you can start working/work/have worked for Werktijd BV or its commissioning parties, Werktijd BV may process the following data:

- contact details, email address, telephone number, bank and/or giro bank account number and other contact details
- Birth data, age, gender
- Curriculum vitae (CV), information on education, internships and work experience
- Information on training and education and/or tests you have completed yourself or through us
- Information on availability and leave
- Nationality, BSN (Social Security Number) & identity document (copy of identity document), a possible work permit
- Information in the context of a pre-employment screening
- Information concerning the nature and contents of previous employment services, as well as their termination
- Other information that may be relevant to the assessment of the candidate, such as references and qualifications, and information relating to work experience
- Other information related to the personnel, salary and absenteeism registration
- On a voluntary basis, other content where you present yourself (video, photo)
- Information other than those mentioned above of which the processing is required or necessary to comply with the application of the law

Hirer/ relation

- Contact details, email address, telephone number

9. Third parties

Werktijd BV may transfer your personal data to other entities of Werktijd BV, its commissioning parties, subcontractors (e.g. data processors) who provide services or execute assignments on behalf of Werktijd BV, suppliers, government agencies and other business relations. And in all other cases where we can be required to do so, for example by a court order or a court ruling.

The provision of personal data takes place based on a legitimate interest, legal obligation and/or for the implementation of the Agreement in accordance with the purposes as stated at "Why do we collect your personal data?".

Your personal data may be transferred outside the Netherlands. Werktijd BV has taken the necessary measures to ensure that the transferred personal data is adequately protected.

10. Your rights

We attach importance to the fact that you can easily exercise your rights with regard to the processing of your personal data. If you wish to make use of one of the rights to which you are entitled and which are mentioned in the following paragraphs, you can contact us as described below.

Viewing and/or changing data

You can ask us at any time using our contact details below this statement to indicate which (categories of) data we process from you, for which purposes this is done, which source this data comes from and which retention periods we use.

In addition, you can contact us at any time to supplement, correct or delete your data. In the unlikely event that it appears that we have submitted incorrect personal data, we will rectify this.

If you have your own private web environment or portal, you may also be able to (partially) add to, correct or delete your data yourself.

If we change your personal data, we will inform you accordingly.

Restricting the processing of your data

If you do not agree with the contents of the data that we hold about you, you can submit a request to temporarily restrict the processing of your data. We will then wait until you inform us that your data is in order.

You can submit a request for a processing restriction at any time using the contact details below.

If we restrict the processing of your personal data, we will inform you accordingly.

Right to transfer data

You can request the personal data we hold about you, in a structured, common and machine-readable form using the contact details below. You are completely free to transfer this information to third parties.

Right to be forgotten

If you no longer wish to make use of our services you can submit a request for the removal of all your personal data. You can request us to delete all your data at any time using the contact details below.

You can also revoke your consent to process your data at any time. We will discontinue the processing of your personal data for which you have given your consent. However, revoking your consent does not affect the processing operations that have already taken place.

Procedure, response time and costs

We will try to process your requests as stated in this Section as soon as possible, but within one month at the latest. We are obliged to check your identity before to your request can be met. In principle, your requests will be processed electronically, unless this is not possible or you request it otherwise.

In principle, we will not charge you for the processing of your aforementioned requests, unless your requests are excessive, manifestly unfounded or if you request additional copies of the right of access.

11. Security

Werktijd BV makes every effort to optimally protect your personal data against unauthorised use. We do this by means of physical, administrative, organisational and technical measures. For example, only authorised people have access to the data. If and to the extent that data is issued to certain data processors that provide services or carry out assignments on its behalf, Werktijd BV agrees with them that they will also optimally secure the personal data.

12. Retention period

Werktijd BV does not store personal data longer than necessary for the purpose of processing and in accordance with the statutory retention periods.

If you register at Werktijd, this means that you want to be mediated for work. In that case, we store your personal data at least 2 years. After this we will ask for your consent twice a year.

13. Questions, remarks, complaints or (suspicion) data breach

If you have any questions, remarks or complaints about the protection of your personal data by Werktijd BV, you can contact us in writing or by email using the contact details below.

If you do not agree with Werktijd BV's use of your personal data, you can also submit a complaint to the Dutch Data Protection Authority.

14. Data breach

If there is a (suspected) data breach, please report it immediately using the contact details below or the contact details of your contact person within Werktijd.

15. Changes

Werktijd BV reserves the right to change this privacy statement. None of the provisions of the privacy statement is intended to create any obligation or agreement between Werktijd BV and a person involved.

16. Other provisions

Dutch law applies to the provisions of this privacy statement and all disputes arising from it.

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