

# Privacy Statement IBC Personeelsdiensten

IBC Personeelsdiensten attaches great importance to the careful and safe handling of privacy-sensitive information from its website visitors, candidates, employees and self-employed persons. Therefore, IBC Personeelsdiensten has drawn up this privacy statement. IBC Personeelsdiensten handles and secures the personal information entrusted to it with the utmost care. With this privacy statement, IBC Personeelsdiensten gives you insight into how IBC Personnel Services handles your personal data in certain situations in accordance with the General Data Protection Regulation (GDPR).

This privacy statement applies to IBC Personeelsdiensten BV with establishment at Veghel at NCB-Laan 10, represented by Mr. P.J. van Engeldorp Gastelaars.

IBC Personeelsdiensten is a controller in the sense of the GDPR and thus has control over the processing of the personal data and determines the purpose and means for the processing.

IBC Personeelsdiensten sometimes engages other companies to have services performed for them. IBC Personeelsdiensten remains responsible in these situations for the processing of your personal data. With these companies, IBC Personnel Services makes contractual agreements about the handling of your personal data, so that your privacy remains guaranteed.

## **Personal data processed from website visitors**

IBC Personeelsdiensten can process personal data about you, because you make use of the services of IBC Personnel Services, and/or because you provide this information yourself when filling out a contact form on the website. We may process the following personal data:

- Your first and last name
- Your address details
- Your telephone number
- Your email address

- Your IP address

### **Why IBC Personeelsdiensten needs this information**

IBC Personeelsdiensten processes your personal data in order to be able to contact you by telephone if you request it, and/or to be able to contact you in writing (by email and/or by post) if you cannot be reached by telephone.

### **Mapping a visit to the website**

On the website of IBC Personeelsdiensten, general visitor information is recorded, including the IP address of your computer and the time of retrieval and data that your browser sends. This data is used for statistical analyses of visitor and click behaviour on the website. IBC Personeelsdiensten uses this information to improve the functioning of the website. This data is anonymised as much as possible and is not provided to third parties.

### **Cookies**

This website uses cookies to help the website analyse how users use the site. The information generated by the cookie about your use of the website may be transferred to own secured servers or those of a third party. We use this information to track how you use the website, to prepare reports about the website activity and to offer other services with respect to website activity and internet use.

### **Google Analytics**

IBC Personeelsdiensten uses Google Analytics to keep track of how users use the website and how effective Adwords ads are from Google search result pages. The information obtained, including the address of your computer (IP address), is transmitted to and stored by Google on its servers. Read Google's privacy policy for more information. You will also find the privacy policy of Google Analytics here. Google uses this information to keep track of how our website is used, to provide reports about the website to us and to provide its advertisers with information about the effectiveness of their campaigns. 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. IBC Personeelsdiensten has no influence on this. We

have not given Google permission to use information obtained through Google Analytics for other Google services.

### **When do we collect your personal data?**

In the following cases, we may store and process your data:

- If you have given IBC Personeelsdiensten permission to process your personal data for one or more specific purposes.
- If the processing is necessary for the performance of an agreement in which you are a party, or to take measures at your request before the conclusion of an agreement;
- If processing is necessary to comply with a legal obligation incumbent on IBC Personeelsdiensten;
- If processing is necessary to protect your or other people's vital interests;
- If the processing is necessary for the fulfilment of a task carried out in the public interest or a task in the exercise of the public authority vested in IBC Personeelsdiensten.
- If the processing is necessary for the defence of the legitimate interests of IBC Personeelsdiensten or of a third party, except when your interests or the fundamental rights and fundamental freedoms that require the protection of your personal data outweigh those interests.

### **Why do we collect your personal data**

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

IBC Personeelsdiensten uses your data for the following purposes:

- To match supply and demand on the labour market.
- To inform you about interesting offers of products and services from IBC Personeelsdiensten and from third parties.
- Registration of work hours and processing them in our salary system.
- To be able to assess your suitability and availability in connection with a mediation to permanent or temporary work or an assignment, whereby use can also be made of test results.
- To approach you for commercial offers, newsletters and promotional campaigns that may be of interest to you, only if you have registered for this (opt-in).
- To enter into and maintain an employee or personnel / mediation relationship with you and to carry out the relevant administration for this purpose.

- To fulfil our re-integration obligations to comply with and meet (the government-imposed goal) to help people at a great(er) distance from the labour market to find work.
- To be able to establish an assignment with the client in an agreement with the client and to maintain and fulfil the contract with the client.
- To process data for our clients in the context of a pre-employment screening.
- To promote your personal development and employability, including training, education and testing.
- For management purposes including management information, taking care of internal checks and operational safety, and (statutory) auditing.
- Quality purposes such as certification.
- To apply for subsidies, premium discounts, etc.
- If we enter into an employee, personnel or mediation relationship with you, for compliance with laws and regulations, including but not limited to identification, employment legislation, tax and social security legislation, fraud and national and international sanctions legislation.

### **What personal data do we collect from you?**

IBC Personeelsdiensten can, if you are a job-seeker, candidate, seconded, (temporary) employee, independent entrepreneur and/or business relation of IBC Personeelsdiensten, process the personal data below. You are responsible for ensuring that the personal data you provide is accurate and up to date.

#### *Job seeker or candidate*

- Name, address and place of residence, e-mail address and other contact details
- Date of birth, age, gender
- Curriculum vitae (cv), data about training, internships and work experience
- Data about training and education and/or tests that you have taken individually or through us
- Data about availability and leave
- Other data that (may) be important in the assessment of the suitability of the candidate, for example references and qualifications and data concerning work experience
- On a voluntary basis, other content with which you present yourself (video, photo)
- Other data than the data mentioned above, the processing of which is required as a result of or necessary with a view to the application of the law

#### *Seconded, (temporary) employee and self-employed entrepreneur*

If you will be working/work/have worked for IBC Personeelsdiensten or its clients, IBC Personeelsdiensten can process the following data:

- Name and address details, email address, telephone number, bank and/or giro account number and other contact details
- Birth data, age, gender and marital status
- Curriculum vitae (cv), data about training, internships and work experience
- Data about training and education and/or tests that you have taken individually or through us
- Data about availability and leave
- Nationality, BSN (citizen service number) & ID (copy of identity card), a possible work permit
- Copy of health card
- Data in the context of a pre-employment screening
- Data concerning the nature and content of the previous employment services, and concerning their termination
- Other data that (may) be important in the assessment of the suitability of the candidate, for example references and qualifications and data concerning work experience
- Other data related to employee, salary and absence registration
- On a voluntary basis, other content with which you present yourself (video, photo)
- When you have been given a username and password to gain access to our closed web and mining environments, (self-service) portals and/or our intranet, this data is also processed by us.
- Other data than the data mentioned above, the processing of which is required as a result of or necessary with a view to the application of the law

### **Third parties**

IBC Personeelsdiensten may transfer your personal data to other entities of IBC Personeelsdiensten, its clients, subcontractors (e.g. data processors) who provide services or carry out assignments on behalf of IBC Personeelsdiensten, suppliers, government bodies and other business relations. And in all other cases where we may be obliged to do so, for example by a court order or an enforcement order.

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

Your personal data can be passed on outside the Netherlands. IBC Personeelsdiensten has taken the necessary measures to ensure that the personal data transmitted is adequately protected.

### **Your rights**

We attach importance that you can easily exercise your rights with regard to the processing of your personal data. If you wish to exercise one of the rights mentioned below, you can contact us as described below.

#### *Access to and/or rectification of data*

You can request us at any time via [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl) or by letter (PO Box 320, 5460 AH Veghel) to indicate which (categories of) data we process from you, for what purposes that happens, from which source the data is obtained and which retention periods are applied by us.

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

If we have changed your personal data, we will inform you accordingly.

#### *Restrict processing of your data*

If you do not agree with the content of the data we hold about you, you may submit a request to temporarily restrict the processing of your data. We then wait with the distribution of your data until they are correct in your opinion. You can submit a request for a processing restriction at any time via [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl) or by letter to PO Box 320, 5460 AH Veghel.

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

#### *Right to data portability*

You can request the personal data that we hold about you in a structured and common way via [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl). You are completely free to transfer this information to third parties.

#### *The right to be forgotten*

If you no longer wish to use 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 via [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl) or by letter at PO Box 320, 5460 AH Veghel.

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

#### *Procedure, response time and costs*

We try to deal with your requests as mentioned in this chapter as soon as possible, but within one month at the latest. We are required to verify your identity before your requests can be met. Your requests will in principle be handled electronically, unless that is not possible or you request otherwise.

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

#### **How long does IBC Personeelsdiensten store your data**

IBS Personeelsdiensten does not store your personal data any longer than strictly necessary to achieve the purposes for which your data is collected. Your data will not be kept for longer than a year if no agreement is reached with you. IBC Personeelsdiensten will only forward your personal data to third parties if this is necessary for the execution of an agreement with you, or to comply with a legal obligation. If there is an agreement between you and IBC Personeelsdiensten, the legal obligation to retain data is 5 years. After this period your complete data will be destroyed.

#### **Changes**

IBS Personeelsdiensten reserves the right to amend or change this privacy statement. None of the provisions of the privacy statement is intended to establish any obligation or agreement between IBS Personeelsdiensten and a data subject.

#### **Security**

IBS Personeelsdiensten takes the protection of your data seriously and undertakes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. The IBC Personeelsdiensten website uses

a reliable SSL Certificate to ensure that your personal data does not fall into the wrong hands. If you believe that your data is not secure or that there are indications of misuse, or if you would like more information about the security of personal data collected by IBC Personeelsdiensten, please contact IBC Personeelsdiensten via [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl).

<http://www.ibc-personeelsdiensten.nl> is a website of IBC Personeelsdiensten. Would you like to contact us? IBC Personeelsdiensten can be reached as follows:

Address: N.C.B. laan 10 Postal code: 5462 GD Veghel PO Box: 320, 5460 AH  
Veghel Chamber of Commerce: 55274382 Telephone: (0413) 332 129 Email  
address: [info@ibc-personeelsdiensten.nl](mailto:info@ibc-personeelsdiensten.nl)

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