

## **PRIVACY STATEMENT W. VAN DER ZWAN & ZN B.V.**

### **Privacy Statement personnel**

Your privacy is important to us. We handle your personal data with care, and we ensure compliance with applicable privacy laws such as the General Data Protection Regulation (GDPR). This privacy statement informs you about the manner in which we handle your personal data and about your rights with regard to your personal data.

### **Our details**

W. van der Zwan & Zn. B.V. with its registered office at Hellingweg 5, 2583 DZ The Hague, the Netherlands. We are registered with the Trade Register of the Chamber of Commerce under number 27149725.

### **Objective of this privacy statement**

This privacy statement pertains to the processing of personal data of our (former) employees or future employees.

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

We process the personal data that you have provided to us, for example, in connection with an application or an employment relationship.

Your personal data that we process can concern the following:

- Contact details and other details, for instance your name, address, telephone number, email address, payment and credit information, (copies of) identity documents that we received from you when entering into an employment contract and application details.

### **Purposes of use**

We use your personal data for a number of different purposes. These are the following:

- a. *Complying with legal obligations*  
such as the identification obligation and the obligation of payroll administration.
- b. *Recruitment of personnel*  
personal data provided for the purpose of an application is only used for the application procedure.
- c. *Personnel administration*  
for the execution of an employment contract, your personal data is stored in a personnel administration.

### **Legal grounds**

We only process personal data when there are legal grounds for this. The legal grounds based upon which we process personal data are:

- a. *Agreements*  
We make use of personal data to execute an agreement with you. We only collect the data that are necessary for the execution of the agreement.
- b. *Legal obligation*  
We process your data in order to comply with our legal obligations, such as pursuant to the Tax Act.
- c. *Legitimate interest*  
We are also allowed to process personal data when we have a legitimate interest

and we do not infringe upon your privacy disproportionately. For instance, we make use of your contact details to invite you to relevant events and to send a newsletter. As also stated above that you can always unsubscribe.

### **Processors**

We may make use of processors to process your personal data, who process your personal data exclusively upon our request. We enter into a processing agreement with these processors. This processing agreement stipulates, in any case, that the processors may only act on our instructions and may not use your personal data for their own purposes.

For example, we make use of processors that supply and host the software used by us. We also make use of ICT service providers who manage our IT network for us.

### **Your rights**

By virtue of the law, you can exercise certain rights with regard to your personal data. For instance, you have the right to:

- Inspect (and request a copy of) your personal data that we process;
- Correct your (incorrect or incomplete) data (rectification);
- Data portability;
- Withdraw your early given consent;
- Delete your personal data.

You can also object to the use of your personal data or request that this use be limited.

### **Retention periods**

Your personal data are retained by us as long as this is necessary for the purpose for which we have obtained this data, unless a statutory retention period applies.

At the end of this retention period, we will delete your personal data. Please note that, in some cases, we are required to retain your data for a longer period of time by virtue of the law. For example, we are required to retain payroll administration for a period of seven years by virtue of the Tax Act.

If no employment contract is concluded, your application data will be deleted no later than four weeks after the application procedure has been terminated. In the event that you have given permission to keep your personal data longer, your personal data will be deleted no later than one year after the application procedure has been terminated.

### **Security measures**

We have taken appropriate security measures to protect the confidentiality and security of your personal data. We have taken appropriate technical, physical and organisational measures to protect your personal data against unintentional or unlawful deletion, unintentional loss, damage or modification, unauthorised disclosure or access and against all forms of unlawful processing.

We limit the access to your personal data to persons for whom access to your data is necessary in connection with the purpose of the processing.

### **Complaints**

We treat your personal data with care and in doing so we adhere to the applicable laws and regulations. Should you have any complaints regarding the manner in which we handle your personal data, then please contact us by sending an email to [info@wvanderzwan.nl](mailto:info@wvanderzwan.nl) or call us at +31 (0)70 354 5466. We welcome the opportunity to find a solution.