

Privacy Statement Employee

English (ENG)



Collection and use of personal data of applicants, temporary workers/payroll employees, seconded employees, interns and employees.

We would like to draw your attention to the fact that we will collect and use the personal data that you provide to us because this is necessary for the completion of the application procedure or to conclude and execute any employment contract/internship agreement/temporary employment contract. In addition, certain personal data are required to comply with and implement provisions in the Collective Labour Agreement that applies to us. We also collect and use your personal data in order to comply with certain legal obligations. These legal obligations are related, for example, to the determination and chargeability of taxes and contributions for employees.

In view of this need, you are obliged to provide us with the necessary personal data. If you provide us with no or insufficient personal data, we may not be able to go through an application procedure with you, enter into and execute any employment contract/internship agreement/temporary employment contract with you or fulfil our legal obligations.

If you are an employee, payroll employee or intern, we use your data for the preparation, execution and termination of the employment or internship contract or the employment relationship. This is, for example, understood to include:

- a) the handling of personnel affairs;
- b) the determination and payment of salary, allowances and other monetary amounts; and
- c) the determination and payment of any taxes, contributions and other tax obligations on behalf of you as an employee or intern.

If you are an applicant, we use your data to communicate with you about the course of the application procedure, the assessment of your suitability for a position that is or may be vacant and

the possible settlement of the expenses you have incurred.

If you are a temporary worker or seconded employee, we will use the data we obtain from the office for the assessment of your suitability for a position that is or may be vacant and for the execution of the temporary employment contract.

Transfer to third parties

It is possible that we will pass on your personal data to other parties. These other parties may be government bodies, but also parties that perform work on our instructions or parties to whom we are obliged to provide information in connection with the (execution of the) employment contract. This concerns the following parties:

- › the Tax Authority;
- › the Employee Insurance Administration (UWV);
- › our health and safety service/company doctor;
- › the Inspectorate for Social Affairs and Employment;
- › the Pension Fund;
- › the lease company;
- › the absenteeism insurer;
- › our accountant/bookkeeper/salary administrator;

Sometimes we will have to provide your details to someone else to comply with the law, as is the case with transfers to the tax authorities, the UWV, the occupational health and safety service/company doctor, the (mandatory) Pension Fund and the Inspectorate for Social Affairs and Employment.

In other cases, the transfer will be necessary in order to be able to execute the (employment) contract with you, such as in case of transfer to the lease company. We have a legitimate interest in providing your information to our absenteeism insurer, i.e. to claim an insurance payment.



In addition, there are parties that perform work for us, such as the accountant/bookkeeper/salary administrator. We have a legitimate interest in this transfer of your data. This work is outsourced because of (for example) the knowledge and expertise that our accountant/bookkeeper/salary administrator has. In order to execute the (employment) contract with you, the accountant/bookkeeper/salary administrator needs your personal data.

We also use external server space for the storage of (parts of) our personnel and salary administration, which includes your personal data. Your personal data is therefore provided to our server provider. We also use Microsoft Office and the associated storage facilities for emails and other files. We have a legitimate interest in these two transfers, because we want to store and process data digitally and outsourcing has various advantages.

Retention period of personal data

We will delete your application data no later than 1 year after the end of the application procedure.

The personal data in the salary administration that are important for tax purposes will be kept for a period of 7 years after you leave our service. This retention period is related to a statutory obligation that applies to us. Wage tax statements and a copy of your ID will also be kept for 7 years after the end of your employment.

For other data in the personnel or salary administration, we apply a retention period of no more than 7 years after your employment has ended, unless it appears that certain personal data are necessary for us to comply with a legal (storage) obligation, if there is a labour dispute or lawsuit, or if necessary to comply with, or to be able to show that we have met our certification requirements and contractual agreements. 'Other data in the personnel or salary administration' means, for example, employment

contracts, reports of assessments and performance appraisals, certificates, correspondence about appointment, promotion, relegation and dismissal, attestations and administrative absenteeism data.

Your rights

You have the right to ask us to view your own personal data. If there is reason to do so, you can also request us to add to your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or to have the use of your personal data limited. You can also object to the collection and use of your data. If you feel that we are handling your personal data incorrectly, you can submit a complaint about this to the organisation that supervises the privacy rules, the Dutch Data Protection Authority. Finally, you can request us to send you your personal data or to transfer the data to another party.

You can not exercise the above rights under all circumstances. For example, if we need your personal data to comply with the law, you cannot raise an objection or request deletion. To exercise your rights you can contact:

J. de Jonge Group B.V.

Kon. Wilhelminahaven ZZ18

3134 KG Vlaardingen

Phone: +31 (0)10 248 58 00

Mail: HR@jdejonge.nl

You can also contact us with questions or for more information about the collection and use of your personal data.