

Privacy statement (version intern)

1. Introduction

As an employee, hired employee, intern, or applicant you unnoticeably share all kinds of personal data with Allinq. By providing your CV, by identifying yourself with proof of identity, and through the work you perform. We will of course handle this data with care. In this statement you can read more about how we, Allinq Group b.v. (hereinafter referred to as Allinq), deal with the processing of your personal data. Of course, clarified with examples so that you can understand it more easily.

2. What is the processing of personal data?

- *Personal data*

This is data that directly or indirectly says something about you. Examples of this are your name, your address, your photo, your email address, or your IBAN number.

- *Processing*

Everything that can be done with your personal data. For example, collecting, consulting, storing, using, passing on, and deleting the data.

3. When do we have permission to process your personal data?

We may process personal data if we have a legal basis to do so and we adhere to the principles for processing as described in the General Data Protection Regulation (hereinafter: GDPR).

- *Principles*

For example, a principle may be that Allinq has concluded an employment/internship agreement with you and that we process your personal data for the execution of that agreement. For instance, we need your details (name, address, place of residence, and IBAN number) to transfer the salary/internship allowance.

Another principle is that we have permission to process your data. An example of this is that as an applicant you provide us the permission to keep your data (CV) in your portfolio for a later moment when there is a suitable vacancy for you. If you do not want us to keep your CV in your portfolio, you can indicate this and we will remove your personal data from our records.

Sometimes we are legally obliged to process your personal data. Pursuant to the Wage Tax Act, we must keep a copy of your proof of identity in the personnel administration and we must use the citizen service number (BSN) when providing information to the tax authorities.

Furthermore, as Allinq, we may process your personal data if we have a legitimate interest in doing so. An example of this is the processing of data about your performance in the assessment system or the use of camera surveillance in a number of Allinq buildings. We use camera surveillance to protect Allinq's property and to provide evidence of a possible theft if something goes missing.

- *Principles of Processing*

One of the principles of processing is that we are transparent about what we process personal data for, which is communicated with you in this privacy statement. We explain which data we process, for what purpose, from whom the data originates, with whom the data is shared, and when it is deleted.

For each processing, we must determine the purpose for which we process personal data and we do not process more data than is strictly necessary. In the personnel administration, for example, we only process your data and not (anymore) the data of your partner or possible children, like it was common to do in the past.

Data that is processed must be correct and will not be kept longer than necessary. For example, a statutory retention period of 7 years applies to the data that is recorded in the salary administration.

During an application procedure, we delete the data of the applicants no later than 4 weeks after the end of the application procedure. This also means that we will remove the application letter with the CV from the mail if we have received it digitally.

If an applicant has given permission to keep the data for a longer period of time, we will delete this data after a maximum period of 1 year after the end of the application procedure.

4. For what purposes do we process this data?

Allinq has mapped out all processing of personal data in a register of processing. This register is available on the intranet and provides a clear overview of the processes in which personal data are processed, including the purpose, the processed data, the legal basis, and the retention period of the data.

5. From whom do we receive the data?

In most cases, we will receive your personal data, for example when you start working for us or when you send us your application letter with your CV as an applicant. We also receive data from other organisations, for example from the Occupational Health and Safety Service when it comes to possibilities for reintegration during a period of incapacity for work. In addition, data is available from systems, for example about customer satisfaction as a result of surveys that are carried out by our clients after a home visit by a technician.

6. When do we share this data with others?

We only share this information with others if this is strictly necessary or if you have given your explicit permission to do so.

We provide your salary details to the Tax Authorities because we are obliged to do so, but we also provide personal data to, for example, the pension fund or the Occupational Health and Safety Service.

If you have given permission to share your name, address, and date of birth with the staff association, we will do the same.

In all cases, the recipients of this data must also have a legal basis for processing this data and must comply with the requirements (principles) from the GDPR.

7. How do we protect your personal data?

Allinq is ISO 27001 certified and that is the standard for information security. All processing of personal data is therefore appropriately technically secured. Additional security measures are taken for some processing operations, such as, for example, for the personnel files that are kept in the HRM department.

8. What rights do you have under the GDPR?

The GDPR includes the rights that every data subject has.

Right to information

With this privacy statement, we inform you about what we do with your data.

Right to access and rectification

You can ask us whether and which data we process from you. If that is the case, we can give you access to the data that we have processed about you. Do you think that your personal data has been processed incorrectly or incompletely? Then you can ask us to change or supplement the data (rectification).

Right to deletion of data

You can sometimes ask us to erase data that we have recorded about you. We don't always have to do that. And sometimes we are not allowed to do so. For example, if we still have to keep your data due to legal obligations.

Right to restriction

You can ask us to temporarily limit the personal data that we process about you. This means that we temporarily process less data from you.

Right to object to data processing

Do we process your data because we have a legitimate interest in doing so?

Then you can object to that. We will then make a new assessment to determine whether your data may indeed no longer be used for this purpose. We will stop processing if your interest outweighs our interest. We will inform you of our decision in a dedicated manner.

Have you made a request to us? Then we will answer this within one month after we have received the request.

In very specific cases, we can extend the term within which we respond to a maximum of three months. We will then keep you informed about the progress of your request.

9. Who can I contact with a question about the GDPR?

If you have a question about the GDPR or about the processing of your personal data, you can contact your manager in the first instance. You can also email your question to privacy@allinq.nl.

Do you have a complaint about the processing of your personal data by Allinq?

Then you can contact:

1. the management of Allinq;
2. the data protection officer (privacy@allinq.nl);
3. the Dutch Data Protection Authority (<https://autoriteitpersoonsgegevens.nl/en>).

10. Can we adapt this privacy statement?

Yes, our Privacy Statement may be adapted from time to time. This is possible if there are new data processing operations and these changes are important to you. We will of course keep you informed. You can always find the most current version of the privacy statement on Allinq's intranet.