

## Settels Savenije - privacy statement for job applicants, employees and consultants, versie 1.00.

At Settels Savenije we attach great importance to protecting the personal privacy of all people whose data we process. We treat and protect this data with the utmost care, in accordance with the applicable laws. We do everything in our power to protect the data supplied to us against loss, destruction, publication, unauthorised access or improper use. In this privacy statement we explain who we are and why we require your personal data, which data we process, how and for how long we process it, who we can pass it on to, what your rights are and how you can exert them. This privacy statement is intended for you if you are:

1. You register at Settels Savenije or have yourself registered to be guided by us in your search for work;
2. You apply at Settels Savenije for employment, for permanent recruitment at one of our customers or at Settels Savenije itself;
3. You work at Settels Savenije as an employee;
4. You work at Settels Savenije as a temporary worker;
5. You work at Settels as an independent consultant (ZZP).

If you choose to provide us with your personal data we will use this information in accordance with this privacy statement.

### a. who we are

The following partnerships (jointly referred to as Settels Savenije): Settels Savenije Group of Companies B.V., Settels Savenije van Amelsvoort B.V., Settels Savenije Advanced Systems B.V., Settels Savenije & Friedrich B.V., Settels Savenije Engineering Services B.V., Settels Savenije Project B.V., Settels Savenije Precision Parts (before Bakker Fijnmetaal), are each responsible for the processing of your personal data (Controller in the sense of the GDPR).

### b. when do we process your personal data?

We process your data as soon as you enter your data or leave it on our website or on one of our IT applications/tools, if you register at one of our offices or if you register in another way. If you have made your personal data public, e.g. via social media such as LinkedIn, and such information indicates that you are interested in (working for) us or you are interesting for us, we might contact you to ask you whether you are interested in registering with us. If you are not interested and there is no other legal ground for us to process your personal data, your data will only be used in order to meet your wish not to be approached by us, after which they will be deleted.

### c. why do we need your personal data?

We process your personal data for the purposes mentioned below and will not use this data for other purposes without informing you in advance and, if necessary, asking your permission. We process your personal data based on your consent, to the extent necessary for the performance of a contract to which you or your company is a party or in order to take steps at your request or at the request of your company prior to entering into a contract. We can also process your personal data to the extent necessary for compliance with the legal obligations to which we are subject or to the extent necessary for the purposes of the legitimate interests pursued by us or by a third party.

More specifically, we use your personal data to, as the case may be,

1. Include you in our applicant database we look through to select suitable candidates for our vacancies or the jobs we recruit for (as a temporary worker, permanent or temporary employee at one of the customers of Settels Savenije or at Settels Savenije itself).
2. Be able to determine your profile and be able to assess your suitability as candidate for the jobs or project assignments we are recruiting for.
3. Be able to proactively introduce your profile, including your cv, to our managers and customers of Settels Savenije.
4. Offer you interesting vacancies and job offers or project assignments by phone, e-mail, text message or other media.
5. Provide you with information about the services and other activities of Settels Savenije (e.g. job fairs or other events that may interest you) and be able to better align this to your wishes and competencies.
6. Promote your personal development and availability by offering, among others, short training courses, guidance, workshops, etc. at Settels Savenije itself or a third party.
7. Enter into a project or placement relation with you and maintain this by carrying out the relevant administration for this.
8. Enter into an employer relation with you and maintain it by carrying out the relevant administration such as staff management, wage processing, wellbeing at work, industrial medicine (medical examinations), etc.
9. Approach you for newsletters and promotions/marketing campaigns of Settels Savenije (e.g. information about events organized by Settels Savenije, etc.) that may be of interest to you.
10. Request subsidies (social security reductions, advance tax payment exemptions, premiums, etc.).
11. Observe legal obligations, such as, among others, correct personal identification, application of labor, tax and social security legislation, combating fraud, illegal employment and terrorism, applying national and international sanction legislation, etc.
12. Meet management objectives, including providing management information, carrying out internal checks to prevent fraud and to carry out (internal/external) audits and accounting audits.
13. Guarantee company safety. To this end we may, for instance, check your identity when accessing one of our offices. We can also check the activities in our systems to prevent misuse of the information of our databases and to protect our interests and those of all people included in our databases.
14. Allow you to exert your rights (also see point h) and to indicate later on why we acted upon these rights.

We use and process your personal data, depending on the type of processing, on the basis of:

1. your consent : during registration you gave us your consent for taking your references with people/companies you gave or for receiving commercial offers.
2. our (pre)contractual relation : when we enter into an employment contract with you we require some data to be able to draw up this contract and to then be able to execute it correctly.
3. the legal obligations of Settels Savenije: our service is subject to many legal obligations. We require all information on time and for the full duration of these obligations that is necessary to be able to meet these obligations or to be able to indicate during a check that we met them. For instance, we have to report your employment to the government to calculate your wages correctly and pay them to your bank account on time and to declare your performance to several social security bodies and the tax department on time.
4. the legitimate interest of Settels Savenije or of a third party: if necessary, we use your details to meet justified interests of Settels Savenije or of third parties. This can, for instance, be done for access or internal control and audits to guarantee the safety and continuity of our systems and partnerships. This legitimate interest is also present when we need to file your data as part of establishing, implementing or substantiating a possible legal procedure.

#### **d. which of your personal data do we process?**

We process the personal data that are required for our service. Some of these details (e.g. identity, education, work experience, etc.) is obligatory to be able to make use of our services. Additional data (e.g. references, personal preferences for specific jobs, application letters, complete cv, etc.) is not compulsory but may be desirable to better align our services to your wishes and qualities or to meet more specific questions or obligations coming from managers or customers of Settels Savenije. If you choose to provide us with your information, we can use it and share it with our managers and customers as part of your employment-finding or employment.

You are responsible for the correctness and relevance of the data you provide us with. It's best to pass on any changes in your personal data as soon as possible.

It concerns, among others, the following personal data:

1. name, address, e-mail address, telephone number and other contact information;
2. place and date of birth, sex, marital status;
3. nationality and, if necessary, proof of identity, work permit and residence permit (inspection obligatory on the basis of legislation of the employment of foreign employees);
4. social security number (a unique identification number in our IT systems and as part of the compulsory declarations to and contact with the various public bodies);
5. curriculum vitae (cv), cover letter, information about education/training courses and work experience, data made public (including social media);
6. photos and video introduction (on a voluntary basis only);
7. data, including results, about training courses and education and/or tests/assessments you took yourself or via Settels Savenije;
8. other information that may be of importance as part of the assessment of your suitability as a candidate, such as certificates and references (with your consent only);
9. data about your availability and holiday periods;
10. evaluations of your knowledge, skills, attitude, etc. ;
11. other data that is required for a correct administrative settlement (staff management, wage processing and payment, registration of absence, etc.).

#### **e. who do we share your personal data with?**

Only if necessary for the execution of your employment, the realisation of objectives mentioned under point c, observing the statutory requirement (of Settels Savenije or of a third party) or the protection of a justified interest (of Settels Savenije or of a third party) can Settels Savenije transfer some of your personal data:

1. to other partnerships of the Settels Savenije group for among other reasons:
  - offering supportive activities as part of your search for work/professional development (workshops, job offer, etc.);
  - internal provision of service (administrative tasks concerning your job service and employment, IT services, etc.);
  - promotions of company related events
2. to the holding company of Settels Savenije, or other partnerships in the Settels Savenije group for among others:
  - management information;
  - internal audits;
  - internal services;
  - screening people as part of the European legislation on financial sanctions (financing terrorism);
3. to customers of Settels Savenije, or their clients, agents or representatives, for among others:
  - selection of suitable candidates for filling a vacancy or project assignment ;
  - proactive presentation of your profile and cv;
  - invoicing;
  - customer audits;
4. to suppliers of Settels Savenije, for among others:
  - providing services or carrying out tasks and orders on behalf and at the expense of Settels Savenije (e.g. IT providers, cloud providers, entrance security access, submitting subsidy dossiers, etc.);

- providing services to Settels Savenije as part of employment (e.g. external medical prevention services, insurance companies, etc.);
5. to our auditors, audit and certification agencies, for among others:
    - audit of our annual accounts;
    - obtaining and preserving certain certificates;
    - audit of subsidy dossiers (e.g. European Social Fund);
  6. to various public bodies, such as, among others:
    - federal and regional inspection services and accreditation bodies;
    - social security departments;
    - tax authorities;
  7. to all other third parties we are obliged to by law, court order or decree.

Settels Savenije will not sell, lease or make your personal data available for commercial purposes to third parties, unless you have given prior consent.

As Settels Savenije develops its business, Settels Savenije might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganisation, dissolution or similar event, your personal data and other information may be part of the transferred assets.

If our suppliers process your personal data for Settels Savenije, they act as processors as laid down in the GDPR. We conclude a processing agreement with these processors and do everything in our power to ensure that they sufficiently protect your personal data.

To the extent permitted by law your personal data may in certain cases be transferred to a country outside the Netherlands and the European Union. Settels Savenije takes the necessary contractual and technical security measures to ensure that all personal data passed on are adequately protected against loss or unlawful processing.

#### **f. how long do we keep your personal data?**

Your personal data are not kept longer than necessary for the purposes for which they are or have been processed. The standard filing periods depend on the objectives for which we process your details and/or whether you are employed by Settels Savenije.

We apply a filing period of 3 years after the last update, for job applicants at Settels Savenije and ZZP-ers who are looking for assignments at or via Settels Savenije. All personal data we file related to your search for work (cv's, education, work expectations, etc.) remain actively available in our database as long as your dossier is updated. The latter is done each time you or Settels Savenije take action concerning your dossier (e.g. addition of a recent work experience, addition of an updated cv, contact for a vacancy, job offer, etc.). After 36 months of inactivity your dossier will be deleted.

If you work or have worked for Settels Savenije, we will save all your employment data (identification, performances, wage information, declaration at the social security department, tax declaration, performance reviews etc.) for a period of 10 years after the end of your employment contract. We do this to meet a variety of social, fiscal and other legal obligations and periods of limitation.

#### **g. security measures?**

Settels Savenije does everything in its power to optimally protect your personal data against unlawful use. We do this on the basis of physical, administrative and technological measures. For example: only authorised persons get access to our offices and our systems, and access is limited to the systems they require for professional purposes. These people must know our internal policy on privacy and data protection and are required to apply it correctly. If and insofar as data is provided to third parties, Settels Savenije agrees with these third parties that they will also optimally protect the personal data.

#### **h. your rights**

You can request access, correction, restriction, portability or removal of the data that Settels Savenije processes about you at any time by sending a request to: [general@sttls-archive.nl](mailto:general@sttls-archive.nl) or contact us by phone on 0031 40 8512000. If you feel that we do not comply with the applicable privacy rules you have the right to lodge a complaint with a competent data protection authority. If we correct or remove personal data on your request, we will inform all third parties to whom these data were provided of such correction or removal, unless this would involve disproportionate effort.

#### **i. cookies**

On our domain [www.sttls.nl](http://www.sttls.nl) we use cookies and web statistics. We do this to view how visitors use our website. This information helps us improve the site. A cookie is a file stored on your computer. These cookies can be recognized during a future visit to our website.

#### **j. questions, remarks, complaints and data leaks**

If you have any questions, remarks or complaints about the protection of your personal data by Settels Savenije or about this privacy statement, please contact our company.

#### **k. changes**

Settels Savenije can for various reasons make improvements, additions or changes to this privacy statement. The most up-to-date version can always be viewed on the Settels Savenije website, <http://www.sttls.nl/privacy-statement>. This version was drawn up in May 2018.