

StrongLeaf privacy statement

Introduction

On 25 May 2018 a new privacy law came into effect: the General Data Protection Regulation (GDPR/AVG). This law is set to protect the privacy of every EU citizen.

An important goal of the GDPR is to enable citizens to better understand what data is collected about them and gives them the opportunity to object.

Through this privacy statement, StrongLeaf Select informs its payroll employees, freelancers, clients and intermediaries about the personal data that are processed in the performance of StrongLeaf's services. This privacy statement is therefore also applicable to companies affiliated to StrongLeaf and the activities offered under a (different) trade name.

1. Details of Payroll employees

1.1 Which personal data do we process from payroll employees?

StrongLeaf processes (mainly) the following data from its payroll employees:

- name and address details: name, address, place of residence;
- Contact details: e-mail address, telephone number, postal address;
- Other personal data: nationality, date and place of birth, gender, marital status;
- Work history (if applicable): curriculum vitae (CV), work experience, education and training data;
- Financial data: Bank account details
- Identity data: (copy) ID certificate, BSN, (copy) work permit, (copy) residence permit; Proof of address
- Timesheets, data on hours worked and / or declarations;
- Contact moments: In order to provide you with good service, contact moments are registered via telephone and e-mail;
- Access data: If you have been given a username and password to gain access to our StrongHold web portal, we will also process this information. Password is encrypted and can not be retrieved for us

In some cases more details are processed, for example for the execution of a wage bill or in the settlement of a legal conflict. The basic principle remains that we do not process more data than necessary in the relevant situation.

Special personal data

StrongLeaf only processes special personal data insofar as you give your consent, or if there is a (different) legal basis for it.

here explicitly

The special data that StrongLeaf processes mostly relate to data that can be derived from your identity document, which we must make a copy of on the grounds of the law if you are going to work for StrongLeaf. In addition, StrongLeaf can process special personal data with regard to your health, benefit situation or background. StrongLeaf does this in order to be able to make use of (premium) discounts and / or subsidies, to comply with reintegration obligations and to implement the government goal to help people with a large (er) distance to the labor market, as laid down in various laws and regulations (social return). This concerns, for example, persons who (without reintegration support) do not or hardly find work.

The special personal data you provide to StrongLeaf will only have access to persons who have access to these data for (the execution of) their activities and / or for compliance with the applicable laws and regulations. This also includes the personnel, financial, absenteeism and / or salary administration, processors, persons involved in (internal and external) quality control, (the supervision of) financial reporting and the implementation of premium discount and / or subsidy schemes.

1.2 Freelancers

Do you use the services of StrongLeaf as a freelancer / freelancer? StrongLeaf will then deal with you in the same way as with regular payroll employees. We only register relevant supplementary information such as your Chamber of Commerce number. If you work via a (private) company, the data of the company are also recorded such as Business address details, contact details and accountant data. Also the Chamber of Commerce and VAT number will be stored, for use of the EU / EER rules regarding billing within the EU / EER countries

1.3 Why does StrongLeaf use this personal information of payroll employees

We process the personal data referred to in 1.1 in order to be able to properly implement the labor or project agreement between you and StrongLeaf. In addition, we use the data to execute the agreement that we have concluded with our client (your material employer or intermediary).

1.4 Use by third parties

In certain cases StrongLeaf shares your data with clients and suppliers (for example training organizations), audit institutions, government agencies, subcontractors and companies and / or persons that it has engaged to carry out certain tasks (including processors and a company doctor). Data are only shared in the context of the execution of the agreement with the person involved (the employee) and the contract with the client.

Data can also be shared with third parties to support you in carrying out your work at the client. Think of applying for certificates and access passes to the workshop. It is also possible that the client uses your data for conducting a background check.

StrongLeaf can also provide your data to third parties if, pursuant to applicable laws and / or regulations, it is entitled to a court order or a court order, or is required to do so, or has received permission from you.

2. Details of clients and intermediaries

2.1 Which personal data does StrongLeaf process for clients and intermediaries?

StrongLeaf processes the following data from clients and intermediaries:

- Name and address details (business) (name, address, place of residence / place of residence);
- Contact details: e-mail address, data for maintaining the relationship;
- Position with the client: job and contact details;
- Chamber of Commerce data;
- VAT number
- Financial details;
- Contact moments: In order to provide you with good service, contact moments are registered via telephone and e-mail;
- Access data: when you have been given a username and password to gain access to our StrongHold portal and / or our VPN, this data can also be processed by us.

Why does StrongLeaf use this personal information from clients and intermediaries?

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- to allow you to use our services and / or to connect your working methods and systems to ours;
- to enter into and maintain a trade relationship with you;
- to agree and / or execute assignments;
- to inform you about our services and other activities (for example via e-mail, newsletters and company magazines) and to be able to make offers;
- to allow you to access and use our portals.
- to comply with applicable laws and regulations.

3. Storage period

StrongLeaf does not store your personal data for longer than is necessary for the purposes for which this data was collected and complies with applicable laws and regulations.

As an employer we keep your data as long as you are employed by us. After that, we are legally obliged to retain part of your data for up to 7 years after you have left our service. Data is cleaned up annually.

4. Rights based on the privacy legislation

Payroll employees, freelancers, clients and intermediaries have the right to inspect their own data.

If it appears that these data are incorrect, they have the right to have these data corrected or removed. Much of the data that StrongLeaf has of you can be viewed, downloaded and modified via the StrongLeaf portal.

It may happen that it is not possible to (fully) comply with a request (for example if the inspection leads to an infringement of the privacy of others, or if StrongLeaf still needs the data). In that case, StrongLeaf will motivate why no (complete) response can be given to the request.

5. Right to lodge a complaint

StrongLeaf deals carefully with personal data and always tries to improve on this. If you have a tip or complaint about how we handle your personal data, we ask you to report this to the Data Protection Officer at StrongLeaf. He / she can assess your tip or complaint and possibly make improvements. You also have the right to file a complaint with the Dutch Data Protection Authority.

6. Security

StrongLeaf has taken appropriate technical and organizational measures to protect the personal data against loss or any form of unauthorized use. If personal data (on behalf of StrongLeaf) are processed by third parties, an agreement has always been concluded with it that ensures that the personal data are handled with care and that they are adequately protected. The personal data can be processed within and outside the Netherlands.

Origin of data

We obtain information about the payroll employees from your client, the intermediary or yourself. Your client or intermediary usually provides your contact details so that we can contact you for additional information and the conclusion of an employment contract. In some cases, your client provides more than the contact details. The client will request permission before providing this additional information.

If, during or after the employment, data is exchanged between the client and StrongLeaf, for example about performance or otherwise in the context of a reintegration process or (imminent) legal conflict, no permission is requested. This exchange takes place on the basis

of the legitimate interests of StrongLeaf and the client.

8. Website

In addition to the above, no personal data of visitors to our websites will be processed.

The website can be visited without any personal data being provided.

9. Changes

StrongLeaf reserves the right to make changes to this privacy statement. We recommend that you regularly check this privacy statement for any changes that have been made.

10. Contact details of the Data Protection Officer

StrongLeaf has appointed a Data Protection Officer who can be approached for comments, questions and complaints. The Data Protection Officer can be reached via the e-mail to the Data Protection Officer
dpo@strongleaf.nl

Version: V1.0

Applicable from: May 25, 2018

Note: this translation has been created with help of a translation engine. StrongLeaf cannot be held responsible for mistakes in translations. A copy of the original Dutch Privacy statement can be requested via our Data Protection officer (dpo@strongleaf.nl)