

## PRIVACY STATEMENT EXTERNAL PERSONNEL

---

24 May 2018 | Hertel Nederland

### INTRODUCTION

As part of employing temporary labourers within the Hertel organisation, we collect and process privacy-sensitive information, also known as personal data. To this end, we work together with other organisations and companies. It is very important to us that personal data is handled carefully.

In this “privacy statement external personnel” (privacy statement), we explain what personal data we collect and use and to which end we do so.

We advise you to read this statement carefully.

### 1. PRIVACY POLICY

We carefully process and protect personal data. To do so, we comply to the requirements arising from privacy regulations. Amongst other things, this means that we do the following:

- We clearly state for which objectives we process personal data. This is done by means of this privacy statement;
- We limit the collection of personal data to only that data that is necessary for the objectives for which they are processed;
- We do not transfer your data to third parties, unless this is necessary for providing the requested service or when we are legally obligated to do so;
- When we share your data, we enter into agreements with third parties to ensure that the data is not used for other objectives;
- We take fitting security measures to protect your personal data and we require this of parties who process personal data on our behalf;
- We respect your right to access, correct or delete your personal data upon request.

Should you have any questions regarding this statement, then you should first ask them to your employer (lender). Should you still want to contact us with regards to this privacy statement, you can do so by using the following contact information:

Telephone  
010 – 295 82 22  
Monday through Friday from 8.30 to 16.00 o'clock  
E-mail [flexwerk@hertel.com](mailto:flexwerk@hertel.com)

ALTRAD SERVICES Benelux, handelsnaam van HERTEL BV  
Drutenstraat 18, 3087 CC Rotterdam - Nederland  
Tel: +31(0)10 29 58 222 – E-mail: [info@hertel.com](mailto:info@hertel.com)  
BTW: NL0032 17 346B01 – IBAN: NL58 ABNA 0540 330159 – BIC: ABNANL2A – KVK: 330057851  
[www.bnl.altradservices.com](http://www.bnl.altradservices.com)

## 2. USE OF PERSONAL DATA

We can collect and/or process the following of your personal data:

- Identification data (name, first names, social security number, address, ...). We receive this data from the employment agency you work for;
- Personal data (date and city of birth, civil status, language, nationality, sex, ...);
- Data regarding your occupational career (studies, proficiency, experience, diplomas, certificates, ...);
- Data regarding the evaluation of the performances;
- Financial data (sampling that your payslip can be part of, so that we can check if you receive what you are entitled to...);
- Data regarding absence and presence;
- Photos and any video recordings.

We will process personal data in accordance with the applicable regulations regarding data protection, including the General Data Protection Regulation 2016/679 that applies from 25 May 2018 and its national Execution Act, as well as the national labour regulations and any applicable collective agreements (CAOs).

## 3. OBJECTIVES AND PRINCIPLES

We process the above-mentioned data for the following objectives:

- a. For complying with the statutory obligations that apply to us as hirer (for example, exemption and limitation of lender's and chain liability);
- b. When such processing is necessary for the execution of safety standards (for example, presentation lists for calamities, monitoring educational level within safety area, monitoring competence);
- c. When such processing is necessary for the furtherance of our justified interest as hirer (for example for internal management, company continuity, to protect the company and as accountability for clients) or of a third party to whom the personal data are made available (daughter or sister companies of Hertel, suppliers of hour registration systems, suppliers of black box systems of Hertel cars, suppliers of mobility systems or fleet management, suppliers of login portals temporary workers, etc.).

This can be the case as part of the following activities:

- Management of our agency hire database and execution of the hired personnel policy, including the evaluation, profession guidance and subsequent placement of the employers within the Hertel organisation;
- Complying to all statutory, regulatory and administrative obligations and complying to and apply civil and tax regulations;
- The work planning, both administrative and organisational, including activities for invoicing;
- Keeping information accessible in case of calamities;
- Management of access control and issuance of time registration cards;
- Management and use of vehicles made available by Hertel by monitoring who makes use of the vehicle (as driver and/or passenger);
- Drawing up and keeping track of statistics;
- Supporting the recruitment, test and selection procedures of hired personnel, both administrative and organisational;
- Organising the correct personal protection equipment (PPE) for hired personnel;
- Consulting with the lender regarding specific fees of hired personnel based on achieved certificates and experience.

## 4. SECURITY AND STORAGE

We take fitting security measures to limit misuse of and unauthorized access to your personal data. For example, we ensure that only the necessary persons have access to this data, that access to the data is shielded and that our safety measures are regularly checked.

We do not store the data longer than necessary. This means that we store the data for as long as is necessary for supplying the service requested by you. The personal data will be stored for the duration of your employment at Hertel and until five years after its termination, except for the data we are obligated by law to store for a longer period.

## 5. ACCESS TO AND CORRECTION OF YOUR DATA

At reasonable intervals, everyone can ask whether and, if so, which personal data of you Hertel processes. You are entitled to the following:

- Access;
- Correction;
- Objection to data processing;
- Deletion of the data;
- Limitation of data processing;
- Transfer of data.

## 6. WHAT DO WE ASK OF YOU?

Should you be confronted with a possible data leak, for example when your employer (lender) loses your data, or after sending an e-mail to the wrong address, please report this to our Flexwerk department within 2 hours after encountering the data leak. This allows us to initiate the corresponding procedure. If you are in doubt whether a data leak occurred during a situation, please report it regardless, so that we can evaluate.

## 7. CHANGES TO THIS PRIVACY STATEMENT

This privacy statement is regularly assessed against developments in law and legislation and corporate developments. We can adapt the text of this privacy statement when new developments give cause to do so, for example when privacy regulation changes or as part of a change in our corporate activities. Changes will be published on this internet page ([www.hertel.nl](http://www.hertel.nl)). We advise you to regularly consult this privacy statement to ensure you are up to date about any changes. Should essential changes take place, then we will actively inform you about these changes by means of a mailing (possibly via your employer / work agency).

## 8. PERSONAL DATA AUTHORITY

We are, of course, happy to help you with any complaints regarding the processing of your personal data. Should we still not come to a favourable result together, then the privacy regulation entitles you to the right to lodge a complaint with the privacy regulatory body. In the Netherlands, this is the Autoriteit Persoonsgegevens.

## QUESTIONS?

We hope that this privacy statement has informed you sufficiently. Should you have any remaining questions after reading the information above, then please first contact your employer (lender).