

Privacy Statement AllinFlex

This is the Privacy Statement of AllinFlex. In order to provide you with a good service and to carry out our work as efficiently and effectively as possible, AllinFlex processes your personal data.

AllinFlex considers careful handling of your personal data to be of great importance. We therefore process and secure your personal data with the utmost care. You can rest assured that your data is safe with AllinFlex and that we adhere to the applicable statutory regulations.

Why does AllinFlex have a Privacy Statement?

In this Privacy Statement we have listed for you how we deal with your personal data. In this Privacy Statement you can read which of your personal data we process, for what purposes, who is allowed to view your data, how we save your data, to whom we pass on your data and what influence you can exert on this yourself. Your interests are of paramount importance to us!

What are personal data?

Personal data is any information that can be traced to a natural person, which is you. Personal data includes the following: your name, address, date of birth, telephone number, e-mail address and biometric data. We obtain these types of data from you when, for example, you fill in a form, send a letter or e-mail or call us.

The moment your personal data is shared with AllinFlex by yourself or a third party, we process it. The meaning of processing is broad and includes: collecting, storing, consulting, deleting, using and providing data to third parties. However, the term 'processing' also includes deletion or destruction.

What does this Privacy Statement apply to?

This Privacy Statement applies to all personal data processed by AllinFlex as part of its services.

From whom does AllinFlex process personal data?

We may process personal data of all the people with whom we have contact. These include (potential) temporary employees, seconded staff, payroll workers and customers of AllinFlex. We also process personal data from contact persons of our (potential) clients, business customers, suppliers or business partners.

Important: If you, as an organization or company, transfer personal data of your employees to us, you are obliged under the applicable legislation to inform your employees about this. You can give this Privacy Statement to your employees. They will then know exactly how AllinFlex handles their personal data.

Who is responsible for processing your personal data?

The party responsible for processing your personal data is AllinFlex B.V. , located at Vlierwerf 3b, 4704 SB in Roosendaal. The Data Protection Officer (VG). This is currently Mr. C Çerçevik

What does AllinFlex use your personal data for?

AllinFlex may only process personal data about you if we have a legal basis for doing so. The legal bases for processing your personal data are:

- your consent. Given consent can be withdrawn at any time;
- The processing of your data is necessary for the performance of a contract;
- The processing of your data is necessary to comply with a legal obligation;

- the processing of your data is necessary to combat serious danger to your health; and
- The processing of your data is necessary in view of the interests of AllinFlex, whereby your interests do not prevail.

Your personal data will be used to provide the services offered to you in the best possible way, including temporary employment, secondment, mediation, payroll, housing, transport, payroll administration, personnel management, personal development & employability and recruitment & selection. In addition, personal data may be passed on to the SNA and inspection institutions in order to comply with our legal obligations.

AllinFlex uses your information for the purposes listed below:

- Matching supply and demand in the labor market.
- To inform you of interesting offers of products and services from AllinFlex and third parties.
- For the purpose of attendance monitoring in relation to work.
- Record hours worked and process in our payroll system.
- To be able to assess your suitability and availability in connection with a placement for permanent or temporary work or an assignment, whereby use can also be made of test results.
- Newsletters and promotional offers that may be of interest to you, only if you have signed up for them.
- To establish and maintain an employee or staffing/employment relationship with you and to carry out the relevant administration for this purpose.
- Meet our reintegration obligations and comply with government regulations.
- To help individuals with a large(r) distance to the labor market find employment.
- Be able to record an assignment with the client in an agreement with the client and maintain and fulfill the agreement with the client.
- To process data on behalf of our clients as part of a pre-employment screening.
- To promote your personal development and employability, including training, education and testing.
- For management purposes including management information, providing internal controls and corporate security, and conducting audits and auditing.
- Quality purposes such as certification.
- Apply for grants, premium discounts, etc.
- If we have entered into an employee or staffing/brokerage relationship with you, for compliance with laws and regulations, including but not limited to identification, employment laws, tax and social security laws, fraud prevention, and national and international sanctions laws.
- Providing housing - if required.
- Providing transportation - if requested.
- To enter into and maintain an employee/employer relationship or a staffing/employment relationship with you and to keep financial, personnel, hours, absence and/or payroll records for this purpose.
- To enter into and maintain a relationship aimed at acquiring/executing orders and to keep financial records for this purpose.
- To assess your suitability for a particular position or assignment, to record your availability and to put you in contact with or introduce you to one or more (potential) clients and/or relations.
- in order to mediate for you, to offer you career and/or career advice and/or other (work-related) services including, among other things, training courses, to deploy you with clients, to have you carry out work with clients, or to arrange assignments for you.
- To be able to conclude agreements with you, our client(s) and/or relations and to be able to execute and comply with them.
- To inform you about our services and our other activities in order to match them better with your wishes and qualities (for example, sending you a vacancy alert).

- For management purposes and the generation of management information and reports, conducting market analyses, (internal and external) controls, audits and auditing, and promoting and maintaining our quality and corporate security.
- To allow you to access and use our private web portal with your own account.
- To be able to comply with applicable laws and regulations and/or apply for subsidies and premium discounts, e.g. identification or payment of taxes and social security contributions.
- to fulfill legal reintegration obligations and comply with the government's mandate to help individuals with a distance to the labor market find employment.
- To be able to send you personalized messages and special offers that match your personal interests, based on the information you have shared with us and the information we have collected through cookies or similar techniques about your use of Allinflex's websites/social media/blogs.
- To improve our products and services (including through our website and private web-portal) or to solve (technical) problems with the use of the website or our services.

We process your personal data only for the purposes listed. If we use your data for other (closely related) purposes, we will inform you further in accordance with the law and take the required measures.

What personal data do we process?

Upon enrollment:

- Name and address information, email address, phone number and other contact information.
- Birth data, age, gender.
- Curriculum vitae (CV), information on education, internships and work experience.
- Details of training and education and/or tests that you have attended or taken yourself or through us.
- Availability and leave data.
- Other data that is or may be important in the context of assessing the candidate's suitability, for example references and certificates and data concerning work experience.
- On a voluntary basis another content with which you introduce yourself (video, photo).
- Data other than those mentioned above, the processing of which is required by or necessary for the purposes of the application of the law.

At the time you can start working/working/have worked for us:

- Nationality, BSN number, ID proof, work permit.
- Name and address details, email address, telephone number, bank and/or giro account number and other contact details.
- Birth data, age, gender.
- Curriculum vitae (CV), information on education, internships and work experience.
- Details of training and education and/or tests that you have attended or taken yourself or through us.
- Availability and leave data.
- Other data related to personnel, salary and absence registration.

How does AllinFlex handle your personal data?

Careful, safe and confidential. This is how we handle your personal data. AllinFlex has drawn up a policy document for this purpose.

Supervision of the processing of personal data

The rules on protecting your personal data are laid down in the General Data Protection Regulation. The Personal Data Authority (AP) monitors compliance with this law.

If you believe that the provisions of this Privacy Statement are not or not sufficiently complied with by us you have the right to submit a complaint to the AP. The contact details of the AP are:

Bezuidenhoutseweg 302594

AV The Hague

0900-2001201

Safe

In order to protect your privacy and the confidentiality of your data, AllinFlex takes appropriate technical and organizational measures. We take security measures to prevent misuse of and unauthorized access to personal data, such as applying access control, firewalls and secure servers, and encryption of certain types of data, such as financial information and other sensitive data.

In addition to securing the systems, we also want to ensure that not everyone within AllinFlex has access to all your data. Our systems are set up in such a way that employees can only see the information for which they are authorized.

Reporting of incidents

If unexpectedly it turns out that something has not gone right with the protection of your personal data after all, or we suspect that this is the case, we will report this to the AP. If the breach of your personal data has potentially adverse or negative consequences for you, we will let you know as soon as possible.

Confidential

We assume that your data is always confidential in nature. Every employee of AllinFlex is therefore obliged to maintain confidentiality. This also applies to third parties who have been hired by AllinFlex or are otherwise engaged to carry out work. Persons charged with carrying out technical work on our systems are also obliged to maintain confidentiality. In short, everyone who has access to your data is charged with a duty of confidentiality.

How long do we keep your data?

AllinFlex does not retain your data longer than is necessary for the purposes for which your data is processed and than is permitted by law. How long certain data is kept depends on the nature of the data and the purposes for which it is processed. The retention period may therefore be different for each purpose.

Providing to third parties

We expressly do not provide your personal data to third parties, unless this is necessary for the performance of the contract, if this is required by law or if you have given us your permission to do so.

AllinFlex may also be required to provide personal data on the basis of legislation or regulations, on the basis of a ruling by a competent court, or in the event of fraud or abuse. If this is the case, AllinFlex will cooperate.

Transferring your data to countries outside the European Union

AllinFlex will not transfer your data to a company or branch in a country outside the European Union unless a model agreement has been concluded for this purpose or if you have signed a statement giving your consent to the transfer.

Personal contact with AllinFlex.

Many contacts between you and AllinFlex take place by telephone, via forms, email or Social Media. We record the personal data you provide during this process if this is necessary for our services.

Contact in different ways

Increasingly, customers are contacting AllinFlex via email, Facebook, WhatsApp, or at www.allinflex.nl. Text messaging and chat are also used. Of course a lot of information is still exchanged via letters and forms. The initiative to make contact can come from you or from AllinFlex. The personal data you provide us with can be processed by AllinFlex. For example, in order to answer your questions, make you offers or improve the quality of our services.

Visit the AllinFlex website

When you visit our website, we record your IP address, visitor data and cookies. Below you can read what we use this data for.

What do we do with your IP address?

Everyone who uses the Internet has an IP address. Even if you internet with your cell phone. Without an IP address you cannot use the internet. AllinFlex keeps track of IP addresses to protect you from internet fraud.

What do we do with your visit data?

The AllinFlex website keeps track of general visit data, such as the most frequently visited pages. With this information we can further optimize the layout of our website. This data can also be used to place more targeted information on the site. This allows us to further improve our services. We also record how visitors click through the AllinFlex website. This data is only stored and processed internally. They are used for statistical analyses of visitor behaviour, to combat fraud and to make personalised offers.

What do we do with cookies?

We use cookies on this website. A cookie is a simple small file that is sent with pages from this website and stored by your browser on the hard drive of your computer, tablet, phone, etc.('device').

With your permission, we place "tracking cookies" on your device. We use these cookies to keep track of the pages you visit in order to build up a profile of your online behaviour. This profile is not linked to your name, address, email address, etc., but only to, for example, adjust vacancy alerts to your profile so that they are as relevant to you as possible.

Through our website, a cookie is placed by the American company Google, as part of the "Analytics" service. We use this service to track and get reports about how visitors use the website. Google may provide this information to third parties if Google is legally required to do so, or to the extent that third parties process the information on Google's behalf. We have no influence on this. The information that Google collects is anonymized as much as possible. Your IP address is expressly not provided. The information is transmitted to and stored by Google on servers in the United States.

What are your rights?

When AllinFlex processes personal data about you, you have certain rights under applicable regulations. Your rights will be explained below.

We will notify you if we process personal data about you

Before processing your data, AllinFlex provides you with information regarding our identity, the purposes for which and the ways in which we process your data, the rules that apply to it, the rights you have and how you can influence them.

This provision of information may be omitted if you are already aware of the processing of your data or if a communication to you is impossible or would involve a disproportionate effort for us.

Accessing your data

Are you registered with AllinFlex and would you like to see what personal data we hold about you? Then you can make use of your 'Right to Inspect'. We ask that you specifically indicate which personal data you would like to receive.

Right to rectification

You have the right to rectify data if your data is incorrect or incomplete. You also have the right to rectify the data if the data is not relevant for the purpose for which we are processing it, or if your data has been processed by us in violation of a legal requirement.

We will notify the third party or parties who received your data from us of any rectification, unless this is impossible or requires disproportionate effort on our part.

Right to be forgotten

In addition, you have the right to have certain data deleted. For example, if your data are no longer necessary for the purposes for which we received them, you object to the processing or if your data have been unlawfully processed by us. However, we cannot always remove all requested data, because we are (or may be) obliged to retain certain data about you. For example, BSN or a copy of your ID if you work or have worked for us.

Right to restriction of processing

If you do not agree with the content of the data we hold on you, you can make a written request to temporarily restrict the processing of your data. We will then wait to disseminate your data until it has been restored in your opinion. You can submit a request for restriction of processing in writing at any time to the Data Protection Officer (FG) Mr C Çerçevik at info@allinflex.nl or by letter addressed to AllinFlex, Vlierwerf 3b, 4704SB in Roosendaal.

When we limit processing of your personal data we will notify you in writing

Right to object

You can object to AllinFlex processing your personal data if your personal data is used for purposes other than those necessary for the performance of a contract or necessary for compliance with a legal obligation. For example, if you do not want us to use your personal data to make you personal offers.

Right to data portability

If you have provided us with your personal data yourself, you have the right to data portability in certain cases. This means that we will provide your data to you in a structured, common and machine-readable form, when you request it from us.

How can you exercise your rights?

If you wish to exercise your rights, you may contact us at any time using the contact information below or by sending a letter to us, stating your name, address and telephone number. We will respond to your request within one month.

We ask you to identify yourself by means of a valid identification document. This allows us to verify that we are providing the personal data to the correct person.

Excessive requests regarding the provision of information may be rejected by us. Excessive requests are when, for example, you approach us with information requests more than is average and necessary.

About this privacy statement

AllinFlex may amend this Privacy Statement. The last modification was on 07-12-2020. The most recent version can always be found at www.allinflex.nl

Do you have any questions or comments about our Privacy Statement? Please feel free to contact us:

AllinFlex b.v.
Vlierwerf 3b
4704 SB Roosendaal
info@allinflex.nl