
PRIVACY STATEMENT OF PAYROLL PROFESSIONALS BV

Looking after each other means looking after each other's privacy. At Payroll Professionals we believe your privacy is important, and we therefore handle your privacy carefully. We make sure that all personal data you provide to us is stored safely and that we never request more information than is necessary. We work towards the continuous improvement of the protection of your personal data and comply with the rules prescribed by the new privacy legislation, the General Data Protection Regulation (GDPR). In this Privacy Statement we will explain to you why we process your data, how long we keep this data, what your rights are, etc.

ABOUT US

As Payroll Professionals we are responsible for processing your personal data. We are established at Peizerweg 87, 9727AH in Groningen. This means that we, as an organisation, determine which data is collected, for which purpose this is done and how this is done. In some cases we engage third parties to process this data. However, we act as the controller at all times, and we take that role seriously. We therefore make strict agreements with those parties and ensure that your privacy is guaranteed.

WHAT IS MEANT BY PERSONAL DATA AND PROCESSING PERSONAL DATA?

Personal data is all data that can be traced to you. In other words: the data has to say something about you. Examples are your name, your email address and your telephone number, but also data on your illness or your hourly wage. All this personal data says something about you.

We process that personal data. Although processing sounds rather specific, this is a broad concept. It refers to each data processing activity. This includes, among other things, consulting, collecting, deleting, updating and using personal data. In other words: almost everything you do with data is regarded as processing.

FOR WHAT PURPOSES DO WE USE YOUR DATA?

As a payroll firm, we do a great deal of work on behalf of other organisations. To make sure we do this as well as possible, it is necessary that we process some data about you. Without processing your data we are unable to offer you work, pay you when you are on sick leave or give you a pay rise. We have drawn up a list to give you an idea about the purposes for which we need your data.

We use your personal data, among other things, for the following purposes:

- To contact you
- To prepare your employment contract
- To register the hours you have worked
- To approve your leave
- To pay your wage
- To continue to pay you when you are ill
- To reimburse you for the number of kilometres you have driven
- To inform you about changes relevant to your data

WHEN DO WE COLLECT YOUR DATA?

We can collect your data at different times and in different ways. We do this, for example, when you register by means of our registration form or our digital registration process. We also collect the data you communicate to us via the contact form on our website. According to the GDPR, processing this data is permitted because we need your data in order to draw up an employment contract. We also need some data in order to comply with certain legal obligations; an example is your Citizen Service Number, which we need for payroll tax. We may also process your data on the basis of your express consent to process such data. You can withdraw that consent any time.

WHAT KIND OF DATA ABOUT YOU DO WE COLLECT?

As we have just explained, we need some data about you when you register, because otherwise we cannot draw up an employment contract. We ask you to submit the following data for registration by means of the registration form:

- ✓ Name by which you are known
- ✓ Last name
- ✓ Address
- ✓ Postcode/town:
- ✓ Citizen Service Number
- ✓ Telephone number
- ✓ Email address
- ✓ IBAN
- ✓ Date of employment
- ✓ Job title
- ✓ Pay scale and step under the collective bargaining agreement
- ✓ Gross hourly wage
- ✓ Name of the hiring company
- ✓ Scan of bank card
- ✓ Scan of ID (front and back).

When you register by means of the digital process we ask you to submit the following data:

- ✓ Name by which you are known
- ✓ Initials
- ✓ Last name
- ✓ Sex
- ✓ Civil status
- ✓ Place of birth
- ✓ Citizen Service Number
- ✓ Date of birth
- ✓ Nationality
- ✓ Email address
- ✓ Telephone number
- ✓ Mobile phone number
- ✓ Address
- ✓ Town
- ✓ Country

- ✓ Weekly or monthly payment
- ✓ IBAN
- ✓ Account holder's name
- ✓ Type of ID
- ✓ Document number
- ✓ Scan of ID (front and back)
- ✓ Expiry date of ID
- ✓ Apply income tax and social insurance contributions credit?
- ✓ Whether or not you have received StiPP pension
- ✓ Permission to request access to StiPP history?
- ✓ Questions about any no-risk policy

The digital registration process asks you to manually enter some extra data because this then enables us to automatically draw up the employment contract. However, we do not request more data than we need.

If you are a sole trader, it may happen that we ask you for some additional data, i.e.:

- ✓ CoC extract

When you are ill, we will also have to ask you a number of questions. We need this data so we can pass this on to the relevant occupational health and safety service. This concerns the following data:

- ✓ Telephone number and address where you are being treated
- ✓ Estimated duration of your absence from work
- ✓ Any current work and arrangements
- ✓ Whether the absence is due to a workplace accident
- ✓ Whether a road accident took place caused by a third party.

We will not process any extra data you provide to us (on a voluntary basis) about your illness.

We will, however, keep a log history. This is a contact history that shows what you discussed with one of our employees the previous time, so that we will be even better able to help you the next time we are in touch. It is important that we do not note down more data than necessary for the next time we are in touch.

Processing always takes place with the intervention of one of our employees, and therefore does not happen automatically. We will not use your data for profiling. An example of profiling is a bank checking your financial and other data, and deciding whether or not to grant credit to you on the basis of this.

COOKIES

We use cookies to ensure our website works properly. Cookies are small files that are placed on your computer, telephone or other telephone device which can recognise you as a visitor to our website the next time you visit. This is done for different purposes. There are **functional** cookies. If we do not place them, we cannot show you a properly functioning website. There are also **non-functional** cookies. The website will function without them, but we will not be able to optimise the website. An example of non-functional cookies we use is Google Analytics. Google Analytics shows us the number of visitors to our website, which pages are most frequently visited, how long visitors remain on our website, what they search for, etc. This enables us to optimise our website. It is important that you realise that this data cannot be traced to an individual: all the data we receive is anonymous and is used anonymously. Google Analytics is certified under [Privacy Shield](#).

Another example is Google Adwords. By means of the cookies it places we can put advertisements in the Google search machine specifically targeted at you. As a result, showing you advertisements that are not relevant to you is limited to a minimum. These cookies are saved for 90 days. You can find more information in the privacy policy of [Google](#).

WITH WHOM DO WE SHARE YOUR DATA?

We keep your data to ourselves wherever possible. However, it may happen that we have to share your data with other parties. We do this, for example, with customers (the hirers) for whom you carry out the work. A situation may occur where the hirer needs to contact you about your work and therefore needs your telephone number. We also share your data with the Tax and Customs Administration as this is compulsory by law, for example for payroll tax. As is described under the heading "About us", we will only share your data under strict agreements we have laid down in processing agreements.

RETENTION PERIOD

We do not keep your data longer than necessary. This means that there is a good reason and ground for storing each personal data record we have. In practice we apply the following retention periods:

- Employment and illness data: until two years after termination of employment
- Wage data (such as payroll tax statement and copy of ID): up to seven years after termination of employment
- Application data: up to four weeks after the application procedure
- We will keep this data up to one year after the application procedure (in view of any later jobs) if you have given us express permission to do so.

YOUR RIGHTS

As Payroll Professionals we would not look after each other properly if we did not inform you of your rights and how you can exercise them. We will therefore explain below what your rights are, what they mean and how you can use them.

RIGHT OF ACCESS

The right of access entitles you to request access to your personal data processed by us. We think this makes perfect sense, as it is important that you know what happens to your data. If you submit an access request to us, we will provide you with the following.

- Why we collect your data
- What kind of data we collect
- To whom we pass on this data
- How long we store this data
- Your privacy rights
- Your right to submit a complaint (and where you can submit it)
- From whom we have received this data if we did not collect it ourselves.

RIGHT OF RECTIFICATION

Of course we aim to keep your data up to date and correct at all times. Is your data incorrect (for example following a request for access to your data)? Point this out to us so we can update your data.

RIGHT TO BE FORGOTTEN

In occurring cases, we may have to delete your personal data at your request. This may be the case, for example, in the following cases:

- We no longer need your data (for example if the application period was more than four weeks ago)
- You withdraw your express permission for processing your personal data
- You object to the processing of your personal data (for example if you no longer wish to receive our newsletters)
- Processing is unlawful (for example if you did not enter employment in the end)
- When the legal retention period has lapsed.

RIGHT TO RESTRICT PROCESSING

You can use your right to restrict processing if you want us to temporarily stop processing your data. This can happen, for example, when you doubt whether the data is correct, in the rare case of unlawful processing (but you do not want us to delete your data immediately), or if you have objected to processing. If this happens we have to mark your data and may no longer process it.

RIGHT TO OBJECT

You can submit an objection to the processing of your personal data. You can do this, for example, if you do not want us to use your email address for sending you our newsletter.

RIGHT TO DATA PORTABILITY

Much of the data we process is essential for the implementation of employment contracts and other agreements. This entitles you to the portability of that data. If, for example, you start working for another employer, we will make sure that your personal data is transferred at your request.

WITHDRAWAL OF CONSENT

If you have given written permission for processing, you are entitled to withdraw that permission at all times. We will then stop processing your data immediately.

HOW DO I EXERCISE MY RIGHTS?

The best way to exercise the above rights is to submit a written request to us, sent by post or email. We will then respond to that request as soon as possible, but no later than within one month. It is important in this respect that we have to be sure that you are the person to whom we may provide the data, and we therefore perform an identity check. Exercising your rights is free of charge in most cases, but in exceptional cases we can charge an administrative fee if the request is excessive or unfounded.

SECURITY

We protect your data. We do this by taking both technological and organisational measures. For each processing activity we consider the type of personal data; is it sensitive data? If it is, we will apply even stricter security measures and make sure not all our staff can access that data. Our IT environment is always up to date and our people work towards the continuous improvement of security.

QUESTIONS, CONTACT AND COMPLAINTS

In this Privacy Statement we try to explain as clearly as possible how we handle your personal data. You may of course have any further questions or comments. If that is the case, you can contact us in the way that suits you best:

Email: info@pprof.nl attn Mr P. Klinkhamer

Post: Payroll Professionals
attn Mr P. Klinkhamer
PO Box 8203
9702KE GRONINGEN

Telephone: +31 50 528 18 16

We look after your personal data. Nevertheless, a situation may occur where you wish to submit a complaint about how we process your personal data. You can submit this complaint to the supervisory authority: the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

ABOUT THIS PRIVACY STATEMENT

This Privacy Statement was last amended on 23 May 2018 by Payroll Professionals BV, registered at the Chamber of Commerce under number 02091353. This Privacy Statement applies to both Payroll Professionals BV and Payroll Professionals Bouw en Techniek | Payroll VCU BV

This Privacy Statement is subject to change. In the event of a significant change in this Privacy Statement we will announce this on our website, via www.payroll-professionals.nl. The most current version can be found on www.payroll-professionals.nl/privacystatement.