

PRIVACY POLICY

The privacy policy of the VAN BERGEN PERSONEELSDIENSTEN B.V. company and affiliated companies:

1. General information on the privacy policy

This privacy policy contains the privacy policy of the VAN BERGEN PERSONEELSDIENSTEN company and affiliated companies. We conduct business activity as a job centre and a personal data processor related to our job centre-related activities.

If you, as a candidate, an employee or an ordering party, provide us with your personal data, then we shall store and process this information in compliance with this privacy policy, unless stated otherwise. Your data shall be always processed in compliance with the personal data protection act and related valid regulations referring to personal data protection.

2. Responsibility

The VAN BERGEN PERSONEELSDIENSTEN company and affiliated companies are responsible for processing your personal data at the location of their storage at Prins Hendrikweg 16, Hoek van Holland.

3. Website browsing

In general, you can browse our website without providing personal data.

Similarly to many other websites, this site automatically collects some technical information on its users, such as computer IP address, date and time of entry and sites being visited. This information is used solely by us in a collective and impersonal form, necessary for website management and in order to make it more friendly and appropriate for a user. We are currently not using cookies and similar techniques.

Our website may contain references and/or hyperlinks to one or more websites of third parties. This privacy policy does not refer to these websites and we recommend to get acquainted with privacy policies of third parties in order to know how they process your personal data.

4. Why do we collect personal data?

We collect and process your personal data in order to execute our services, including temporary employment and secondment, recruitment and selection, job coaching, personal consulting, sick leave policy, outplacement, remuneration and salary administration.

Notably, we process your personal data:

- in order to be able to make offers and/or deliver information regarding our services and other actions to have them be better adjusted to your wishes and quality-related requirements;
- in order to be able to provide you with commercial offers, newsletters and advertising campaign content that you may become interested in, only if you have registered (if appropriate);
- in order to be able to assess your ability and availability with reference to our job agency-related activities regarding permanent or temporary employment, as well as contractual job, for which results of tests, verification of credentials (regardless of involvement of third parties), etc. can be used;
- in order to be able to establish cooperation with you as an employee or personnel member/intermediary and to conduct relevant administrative procedure for this purpose;

- in order to fulfill obligations related to reintegration and to find jobs for persons living in significant (larger) distance from the labour market entities;
- in order to register an order at an ordering party in the contract with an ordering party and to maintain and observe a contract with an ordering party;
- in order to advertise your personal development and employment opportunities, including trainings, improvement and tests;
- for management-related purposes, including information management, assuring internal audit and work safety and execution of audits and accountancy controlling;
- for quality-related purposes, for example the certification process;
- in order to be able to apply for grants, collection deduction, etc.,
- if we have concluded an agreement with you as an employee or a personnel member/intermediary in order to maintain conformity with statutory and executive regulations, including, though not limited to, regulations on identification, labour legislation, taxes and social security, fraud prevention and national and international regulations on sanctions.

5. Which of your data do we collect?

We process personal data necessary to deliver our service. You are liable for correctness and accuracy of information being provided.

The following personal data of candidates and employees shall be subject to more thorough processing within relevant and necessary scope: Address data (surname, address, place of domicile), e-mail address, telephone number, nationality, date and place of birth, sex, marital status, curriculum vitae (CV), professional experience, bank account number, number of health insurance policy or customer, data on education and trainings, (copies) of licenses/certificates, credentials, (copy) of passport photo, (copy) of personal identification document, BSN, (copy) of work permit, (copy) of employment contract, (copy) of residence permit and (copy) of VAR. Possibly height, clothing/footwear size, information on allergies, acrophobia (fear of heights).

The following personal (business) data are processed for needs of an ordering party and business relations: address data (name, address, registered office/place of domicile), e-mail address, relation maintaining data, function-related data and contact data.

Personal data are processed within the scope necessary to assure optimal efficiency of operation and use of our services. We are entitled to pass your personal data to (potential) ordering parties and teams, vendors (for example training organizations), auditing institutions, governmental agencies, subcontractors and companies and/or persons we have involved in execution of some tasks (including cooperating persons). Moreover, we are entitled to pass your personal data to third parties, if we are authorized to do so on the basis of statutory and/or executive regulations, binding unappealable judicial writ or decision or if we have obtained your consent to do so.

6. Detailed personal data

We process detailed personal data only when it is necessary for us to meet our legal obligations within scope we have been granted an explicit consent for or within which it is allowable otherwise or by law. By "detailed personal data" one shall understand data on race, religion or beliefs, political opinions, health, sex life, membership in trade unions, personal data of convictions and/or personal data on illegal or burdensome behaviour.

7. For how long will data be stored?

We do not store personal data for longer than necessary for purposes these data have been collected for and we observe valid stipulations and regulations in this regard. We periodically check whether it is still necessary to store personal data.

8. Security and confidentiality

Efficient protection of your personal data is of utmost importance to us. Considering the above, we conduct respective safety measures in order to protect personal data against loss or any form of illegal processing and we require third parties assessing or processing your personal data for us to do the same, regardless of whether this processing occurred in the Netherlands or in other location. These measures include both technical and organizational ones. Technical measures include, inter alia, physical protection and password protection. Organizational measures include, for example, limited access to data, excluding qualified personnel with obligation of maintaining confidentiality. The adopted measures ensure the appropriate level of security with reference to the risk related to processing and character of data to be protected.

9. Access, correction and deleting

You are entitled to access your data we possess and you can ask us to have them corrected or deleted, partially or wholly. Should you wish to do so, please send an e-mail to the following e-mail address Info@AUBvanbergen.nl or a letter to the following address: Van Bergen personeelsdiensten, postbus 82, 3150AB Hoek van Holland. We are legally obliged to approve your request no later than one month since the day it was received.

10. Questions, comments and complaints

Should you have questions, comments or complaints regarding this privacy policy or the way according to which we handle your personal data, send them to the following e-mail address: info@AUBvanbergen.nl. You can also send a letter to the following address: Van Bergen personeelsdiensten, Postbus 82, 3150AB Hoek van Holland. We shall try to do our best to reply within four weeks since the day your questions, comments or complaints were received.

11. Making amendments in the privacy policy

We can periodically change this privacy policy, making its updated version available at our website. We recommend you to regularly check the privacy policy in order to have updated knowledge on the regulations referring to personal data. If you keep on using this website, it means you have accepted these amendments.