

Reading Guide

This privacy statement includes a part that supervises freelancers and temporary employees (paragraph 1) and the part that supervises employees of clients, suppliers and other companies.

1. Data that DeLorentz & Partners processes of temporary employees

In order to carry out her mission - to offer consultancy in the field of ICT - DeLorentz & Partners bv processes personal data. The basic principle when processing personal data is that you make this data available to DeLorentz & Partners bv of your own free will and only for a purpose for which you provided it, namely:

- a) to comply with applicable laws and regulations;
- b) to enter into and maintain a temporary employee / employer relationship or a client / contractor relationship with you and to keep personnel, financial, hours, absence and / or salary administration for this purpose, or to maintain a relationship to enter into and maintain orders aimed at acquiring / executing assignments and to keep a (financial) administration for this purpose;
- c) to assess your suitability for a particular position or assignment, to record your availability and to bring you into contact with or introduce you to one or more (potential) clients;
- d) to be able to conclude agreements with you, our client (s) and to be able to execute and comply with them;
- e) to fulfill our reintegration obligations with regard to temporary employees;
- f) to inform you about our services, other activities and / or professional information (for example via e-mail, newsletters, company magazines and professional literature) and to be able to make offers on behalf of DeLorentz & Partners bv;
- g) to generate management information, to perform market analyzes, (internal and external) controls, audits and audits and to promote and maintain operational safety;
- h) if applicable, to have an external party check the validity of the proof of identity provided by you and / or have a screening carried out.

Your data is available by sending us your CV and other data by e-mail or via another medium.

Your personal data will be handled with care and secured in accordance with the General Data Protection Regulation.

DeLorentz & Partners processes the following data: name, address, place of residence, e-mail address, telephone number, contact details, nationality, date and place of birth, gender, marital status, CV, work experience, bank account number, education and training data, (copy) certificates, references, (copy) passport photo, (copy) ID certificate, citizen service number, (copy) work permit and (copy) residence permit.

DeLorentz & Partners bv can pass on the personal data to (potential) clients, suppliers (for example training authorities), audit authorities, government institutions, subcontractors and to companies and / or persons that it has engaged to perform certain tasks (including processors). In addition, DeLorentz & Partners bv can provide your data to third parties if it is entitled or obliged to do so on the basis of the applicable laws and / or regulations, a court order or a judicial decision, or if it has received permission from you to do so. Furthermore, DeLorentz & Partners bv can post your profile or CV, after you have given permission for this, whether or not anonymously, within a closed section on its website.

DeLorentz & Partners bv doesn't store your personal data longer than necessary for the purposes for which this data was collected and complies with the applicable laws and regulations.

2. Data that DeLorentz & Partners bv processes of employees of (potential) clients, suppliers and other companies

Personal data that DeLorentz & Partners bv receives from employees of (potential) clients, suppliers and other institutions are used for the following purposes:

- a) to allow you to use our services and / or to make use of your services;
- b) to enter into and maintain a business relationship with you;
- c) to agree on assignments and / or to be able to carry out (or have carried out) assignments;
- d) to inform you about our services and other activities (for example via e-mail, newsletters and company magazines) and to be able to make you offers;
- e) to comply with applicable laws and regulations.

DeLorentz & Partners bv processes, among other things, the following data: (business) name, address, place of business / residence, date of birth (optional, if provided), email address, data for maintaining the relationship, position and contact details.

DeLorentz & Partners bv can liaise the personal data of employees and representatives of (potential) business relations to others if this is important for the performance of its services. DeLorentz & Partners can also pass on your data to suppliers (for example training authorities), audit authorities and government institutions. In addition, DeLorentz & Partners bv can provide your data to others if it is entitled or required to do so on the basis of laws and / or regulations, a court order or a judicial decision, or has received permission from you. Furthermore, DeLorentz & Partners bv can post and /

or publish your company profile or vacancies of your company, after you have given permission for this, on its website.

DeLorentz & Partners bv doesn't store your personal data longer than necessary for the purposes for which this data was collected and complies with the applicable laws and regulations.

Security

DeLorentz & Partners bv takes every effort to maintain appropriate organizational and technical measures to protect your personal data against unlawful processing and / or loss. Employees of DeLorentz & Partners bv, who have access to your personal data, are bound by a confidentiality clause.

Despite the security measures we have taken, it could happen that third parties succeed in circumventing the aforementioned measures and / or use your personal data for improper purposes. DeLorentz & Partners bv can never be held liable for this in any way.

Liability

Liability of DeLorentz & Partners bv for indirect damage, including consequential damage and loss of income, is excluded in all cases. Any liability is also limited to a maximum amount of €1,000 per event and a maximum of €10,000 per calendar year. In any case, DeLorentz & Partners bv's liability will never amount to more than what is covered and paid out by its insurance in the relevant case.

Right of inspection

You can request us at your convenience using the e-mail address privacy@delorentz.nl to indicate which data we process about you. In addition, you can request to augment, correct or delete your data at any time via the procedure described above. We aim to respond to your request within 1 (one) month of receiving your request.

Questions, comments and complaints

If you have any questions, comments or complaints regarding this Privacy Statement or the manner in which DeLorentz & Partners bv registers, uses and processes your data, you can notify us by email at privacy@delorentz.nl. We aim to respond within 1 (one) month of receiving your question, comment or complaint.

Adjusting Privacy Statement

DeLorentz & Partners bv can adjust its Privacy Statement. The latest and most current version of its privacy statement can always be requested via privacy@delorentz.nl.

Privacy Statement Acceptance

By accepting the aforementioned privacy statement, you explicitly and unambiguously accept, until written notice, all the provisions in this privacy statement.