

PRIVACY POLICY

365Werk processes personal data about you to enable us to do our job properly as a payroll and temporary employment agency. 365Werk is committed to protecting your privacy. In this privacy policy, you can find out how we handle your personal data, what this exactly entails, why we do this and what your rights are. Changes to our privacy policy are updated on this page, so please check this page regularly.

Collecting your personal data

We collect personal data when you register on our website, respond to a vacancy or register with us as a payroll employee. This data is always tailored to the stated purpose, meaning that we do not collect more data than we need to realize this purpose. We collect the following data about you:

1. Upon registration:

- Name and address details
- E-mail address
- Telephone number
- Relevant work experience
- Education(s), courses, certificates

2. Once you start work:

- Bank account number
- Citizen service number (BSN)
- Copy of identity document
- If applicable: work history in connection with successive employment

3. In case of illness:

- Telephone number and (nursing) address
- Estimated duration of absence
- Whether there is a safety net provision under the Sickness Benefits Act (no risk)
- Whether there was an accident at work or traffic accident

Your personal data will be used:

1. To communicate with you via, among others, phone, mobile, email and whatsapp.
2. To introduce you to our clients.
3. For the purpose of executing the employee/employer relationship. In that context, we must keep personnel, hours, absence, and/or payroll records;
4. For making reports, inspections, audits, auditing for the purpose of improving and maintaining our quality;
5. To gain access to a private account and to use our private online time registration;
6. To comply with applicable laws and regulations and/or apply for grants and premium discounts, e.g. payment of taxes and social premiums.
7. To send personalised messages and special offers that match your personal interests, based on the information you have shared with us and the information we have collected via cookies or similar techniques about your use of our websites/social media and blogs. Examples include specific emails around a job application and bulk email.
8. To fulfil our legal obligations around absenteeism (if any).

We do not keep your personal data longer than necessary or longer than required by law. A retention period of up to seven years applies to the records necessary for the inspection of the tax and corporate administration obligations (e.g. payroll records, temporary employment contracts and, if necessary, pension obligations).

Requests for wage tax credits, the wage tax statement, name and address details, BSN, date of birth and copies of documents for identification must be retained for at least five years after the end of the calendar year in which the employment ends.

Third parties

365Werk may share your data, as mentioned in point one under 'collecting your personal data' with clients we may propose you to, to start working with or where you are already employed. Furthermore, we will not provide your personal data to third parties without your permission, except to parties who are entitled to do so or who need it by virtue of our services. These include our software supplier, insurers, health and safety services, the UWV and the Tax and Customs Administration. We only provide your personal data to third parties if they need it to perform the agreed services. In some cases we are legally obliged to pass on your personal data, for example to supervisory authorities. If we pass on your personal data to third parties, we agree with those third parties that they will also comply with privacy legislation.

Cookies

When visiting our website, we use so-called 'cookies'. Do you not wish cookies on your computer or smartphone? It is possible to delete them yourself via the privacy settings. To do so, click on 'cookie preferences' at the bottom of our website.

How do I unsubscribe from marketing messages from 365Werk?

If you receive news updates from us by email and would like to unsubscribe, you can do so at the bottom of the email you receive. You can also indicate in your account that you do not wish to receive notifications.

Furthermore, you can unsubscribe from all marketing messages or withdraw your consent by sending an email to info@365werk.nl. Please indicate in this message for what you wish to unsubscribe yourself. We will process your request within one working day.

Your rights as a user

1. As a user, you have a number of rights. For example, you can:
2. Request and view personal data that is processed;
3. Have the personal data corrected or deleted;
4. Request to restrict the processing of personal data;
5. Object to the processing of personal data;
6. Request a copy of personal data and have it forwarded to a third party under certain conditions;
7. Revoke the consent you previously gave to process your data;
8. Object to the automated processing of your personal data.

If you wish to use the above rights, please let us know by notifying us by e-mail or via the website. We will process your request as soon as possible. If it is a simple request, we will do so within one month. In the case of a more complex request, we will do so within three months at the latest.

Autoriteit Persoonsgegevens
Bezuidenhoutseweg 30
2594 AV Den Haag
www.autoriteitpersoonsgegevens.nl

Security and reporting data leak

365Werk does everything in its power to secure your personal data in accordance with the law. We secure your personal data by taking appropriate technical and organisational measures, such as applying access control, firewalls, secure servers and data encryption. In case of a data breach, we report this to the supervisory authority. If the situation demands, we also report it to you.