

PRIVACY POLICY

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365Werk processes your personal data in order to properly do our work as a payroller and employment agency. 365Werk does everything it can to protect your privacy. You can read in this privacy policy how we to deal with your personal data, what this precisely entails, why we do this and what your rights are. By "365Werk" we mean all companies that fall under the trade name 365Werk pursuant to Article 2:24b of the Dutch Civil Code. These are 365Werk B.V., 365Werk Holding B.V., 365Werk Payroll B.V., 365Werk Contracting B.V., 365Werk Hospitality B.V., 365Werk Facility Services B.V. and 365Werk Pay B.V.

Amendments in our policy are updated here. Therefore, make sure to check this page regularly.

Your personal data collection

We collect personal data when you register through our website, respond on an job offer or if you get signed up to work as a payroll worker for us. This data are always in tune with the indicated purpose, which means that we do not collect more data than we need to achieve this purpose. We collect the following information about you:

1. At registration:

- Name and address details
- E-mail address
- Phone number
- Relevant work experience
- Education, courses, certificates

2. As soon you start work:

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

3. In case of sickness:

- Phone number and (nursing) address
- Suspected duration of illness
- If there is the case of safety net provision Sickness Benefits Act (no risk)
- If there is the case of a work accident or a traffic accident

Your personal data is used by us:

1. To be able to communicate with you through telephone, mobile, mail and Whatsapp.
2. To be able to present you to our clients.
3. For the purpose of carrying out the employee- /employer relationship. In this context, we must collect personnel-, hours-, absenteeism- and/or payroll-administration;
4. In case of emergencies, the emergency number you provide will be shared with the client where you will be working. This way, your contact person can be contacted directly;
5. In order to make reports, controls, audits, accountant controls in the aim of improving and maintaining our quality;
6. To access your own account and to be able to use it for our private online time registration;
7. To comply with the applicable laws- and regulations and/or to request subsidies and premium discounts, for example the payment of taxes and social security contributions.
8. To send personal messages and special offers that match your personal interests, based on the information you have shared with us and the information that we have gathered through cookies or similar techniques about your use of our websites/ social media and blogs. This includes specific emails surrounding a job application and bulk emails.
9. To comply with our legal obligations about (possible) absenteeism.

We do not store your personal data longer than necessary or longer than required by law. For the administration that is necessary for the control of taxes and corporate administration obligations (for example payroll administration, temporary employment contract and, to the extent necessary pension obligations) applies a retention period of maximum seven year. Requests for payroll tax credit, the payroll tax statement, name and address details, BSN, date of birth and copies of documents for identification must be kept for at least five years after the end of the calendar year in which the employment relationship ends.

Third parties

365Werk can share your data with clients, as mentioned by point one in "your personal data collection" with clients where we can introduce you, to get started or where you are already working.

Furthermore, we will not provide your personal data to third parties without your permission, except to parties who are entitled to it or who need it in connection with our services. Think for example of our software supplier, insurers, occupational health services, the UWV and the tax authorities. We only provide your personal data to third parties if they need them 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 the privacy legislation.

Cookies

During visits to our website we use so-called 'cookies'. Do you not want cookies on your computer or smartphone? It is possible to delete this yourself through the privacy settings. To do this, click on "cookie preferences" at the bottom of our website. More information can be found in our cookie policy on the website.

How do I sign off for marketing messages from 365Werk?

When you receive news messages from us per mail and you want to sign off for them, this can be done at the bottom of the email you receive from us.

In addition, there is a possibility to select in your account that you do not want to receive notifications.

Moreover, you can sign yourself off for all marketing messages or withdraw your permission by sending an email to info@365werk.nl. Mention in this email what you want to unsubscribe for. We will process your request within one business day.

Your rights as a user

As a user you have a number of rights. With us, you can:

1. Request and see the personal data that is processed;
2. Improve or delete the personal data (with the exception of the necessary administrative data as described on page 1);
3. Request to limit the processing of the personal data;
4. Object the processing of the personal data;
5. Request a copy of the personal data and under conditions have it forwarded to a third party;
6. Withdraw the permission that you gave earlier to process your data;
7. Object to the automated processing of your personal data.

Want to make use of the previous rights, you can let us know by mail or through the website. We will process your request as quickly as possible. If it is a simple request, we will do so within one month. For a more complicated request, we will do this within three months at the latest.

If you exercise your rights, we may ask you to identify yourself. This allows us to check your data and protect it against unauthorized persons. Do you have complaints about the processing of your personal data, then you can of course report that to us. You can also submit a complaint to:

Autoriteit Persoonsgegevens

Bezuidenhoutseweg 30

2594 AV Den Haag

www.autoriteitpersoonsgegevens.nl

Security and report data breach

365Werk does everything to protect your personal data in agreement with the law. We protect your personal data through appropriate technical and organizational measures, such as applying access control, firewalls, secure servers and encryption of a certain type of data. In the event of a data breach, we will report this to the supervisory authority. If the situation requires it, we will also report this to you.