



Privacy Statement Internal

Scope and purpose of the regulations

These Internal Privacy Regulations apply to the processing of Personal Data of Personnel (sleds) that are processed by or on behalf of Arbo Opleidingsinstituut Nederland.

These Internal Privacy Regulations aim to:

- protect privacy;
- prevent Personal Data from being or being unlawfully processed for purposes other than the purpose for which they were obtained;
- guarantee the rights of personnel (sledge).

Conditions for lawful processing

Arbo Opleidingsinstituut Nederland ensures that Personal Data is processed in accordance with the law and in a proper and careful manner.

Personal data is only processed by persons who by virtue of their profession or are required by law to observe secrecy.

Arbo Opleidingsinstituut Nederland maintains a register in which all information resources & processing operations are recorded that take place under its responsibility. This register contains at least the following information

- the name and contact details of the (Processing) controller;
- the processing purposes;
- a description of the categories of data subjects and of the categories of Personal data;
- the categories of recipients to whom the Personal Data have been or will be provided;
- if applicable, transfers of Personal Data to a third country;
- if possible, the envisaged deadlines within which the different categories of Personal data must be deleted or kept;
- if possible, a general description of the technical and organizational security measures.

Arbo Opleidingsinstituut Nederland is responsible for the completeness, correctness and topicality of the information in the Register.

Purposes of data processing

Arbo Opleidingsinstituut Nederland will only process Personal Data for clearly defined purposes. The Processing of Personal Data of Personnel (sleds) takes place for the categories of processing mentioned here, namely:

- Recruitment;
- Human Resources (HR);
- Absenteeism counseling;
- Payroll administration;
- Execution of the employment contract including provisions;
- Comply with certain legal obligations

Every Processing of Personal Data, as well as the specific purpose (s) for the processing are recorded in the register.



Privacy Statement Internal

Collecting and using personal data from applicants, temporary workers, interns and (payroll) employees.

Applicant

If you are an applicant, Arbo Opleidingsinstituut Nederland will use your data to communicate with you about the progress of the application procedure, the assessment of your suitability for a position that is or may become vacant and the possible handling of the expenses incurred by you.

Temporary worker

If you are a temporary worker, Arbo Opleidingsinstituut Nederland will use the data obtained from the temporary employment agency to assess your suitability for a position that is or may become vacant and for the implementation of the temporary employment contract.

Employee or intern

If you are a (payroll) employee or intern, Arbo Opleidingsinstituut Nederland will use your data to draw up, execute and terminate the employment or internship agreement or the employment relationship. This includes:

- the handling of personnel matters;
- determining and paying the salary, allowances and other amounts of money; and
- determining and paying any taxes, contributions and other tax obligations for you as an employee or intern.

Transfer to third parties

It is possible that Arbo Opleidingsinstituut Nederland will pass on your personal data to other parties. These other parties may be government bodies, parties that carry out work on behalf of Arbo Opleidingsinstituut Nederland or parties to whom Arbo Opleidingsinstituut Nederland is obliged to provide information in connection with the (performance of the) (employment) contract. It concerns the following parties:

- the tax;
- the UWV;
- our health and safety service / company doctor;
- the Pension Fund;
- the Inspectorate for Social Affairs and Employment;
- the lease company;
- absenteeism insurer
- our accountant / salary processor;
- customers;
- ICT service provider.

Sometimes the provision of your data to someone else will be necessary in order to comply with the law, such as in the case of a transfer to the tax authorities, the UWV, the health and safety service / company doctor, the (mandatory) Pension Fund and the Social Security Inspectorate. Business and Employment.

In other cases, the transfer is necessary in order to be able to perform the (employment) contract with you, such as in the case of a transfer to the lease company. Arbo Opleidingsinstituut Nederland has a legitimate interest in providing your data to our absenteeism insurer, namely; be able to claim an insurance payment.

There are also parties that carry out work on behalf of Arbo Opleidingsinstituut Nederland, such as the accountant / salary processor. Arbo Opleidingsinstituut Nederland also has a legitimate interest in this transfer of your data. These activities are outsourced because of (among other things) the knowledge and expertise that the accountant / salary processor possesses. The accountant / salary processor needs you



Privacy Statement Internal

In certain cases, it may happen that personal data is shared with customers for the purpose of demonstrable expertise for the performance of the activities referred to in the agreement between Arbo Opleidingsinstituut Nederland and the customer. This is only demonstrable through diplomas, certificates and / or attestations.

Finally, Arbo Opleidingsinstituut Nederland uses external server space for the storage of (parts of) the personnel and payroll administration, which includes your personal data. For that reason, your personal data may be visible to the ICT service provider of Arbo Opleidingsinstituut Nederland.

Retention period of personal data

Arbo Opleidingsinstituut Nederland will delete your application data no later than 4 weeks after the end of the application procedure, unless you have given us permission to keep your data for a maximum period of 1 year.

Arbo Opleidingsinstituut Nederland will keep the personal data from the salary administration that are important for tax purposes for a period of 7 years after you left employment. This retention period is related to the legal obligation applicable to Arbo Opleidingsinstituut Nederland. Payroll tax statements and a copy of your ID are kept for 5 years after the end of your employment. This retention period is also related to the legal obligation applicable to Arbo Opleidingsinstituut Nederland.

For other data from the personnel or payroll administration, Arbo Opleidingsinstituut Nederland uses a retention period of no more than 2 years after your employment has ended, unless it appears that certain personal data is necessary to comply with the legal (retention) obligation or in the event of an employment dispute or lawsuit. For "other data from the personnel or payroll administration" you should think of employment contracts, reports of assessment and performance interviews, correspondence about appointment,

Security

Arbo Opleidingsinstituut Nederland is responsible for appropriate technical and organizational measures prevention of loss or unlawful processing of Personal Data.

The purpose of these measures is to take into account the state of the art and the costs of implementation, provide an appropriate level of security, taking into account the risks involved entail the processing and nature of the Personal Data. The measurements are also aimed at unnecessary collection and further processing of Personal Data to prevent.

Handling incidents and the obligation to report data leaks

In accordance with the data breach notification obligation, Arbo Opleidingsinstituut Nederland will immediately notify the AP of a security breach leading to the significant potential for serious harming the protection of Personal Data.

Arbo Opleidingsinstituut Nederland will immediately notify those involved of the infringement in accordance with the GDPR if referred to in the preceding paragraph, if the infringement is likely to adversely affect the privacy.

There is an internal procedure in place for handling such incidents.



Privacy Statement Internal

Your rights

You have the right to ask Arbo Opleidingsinstituut Nederland to view your own personal data. If there is reason to do so, you can also request Arbo Opleidingsinstituut Nederland to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or the use of your personal data restricted. You can also object to the collection and use of your data. Finally, you can request Arbo Opleidingsinstituut Nederland to obtain your personal data or transfer those data to another person.

If you think that Arbo Opleidingsinstituut Nederland is handling your personal data incorrectly, you can submit a complaint about this to the organization that supervises the privacy rules, the Dutch Data Protection Authority.

You cannot exercise the above rights in all circumstances. For example, if Arbo Opleidingsinstituut Nederland needs your personal data to comply with the law, you cannot object or request erasure.

To exercise your rights, you can contact:

E. Smoor

ARBO Opleidingsinstituut Nederland
PO Box 35041
3005 DA Rotterdam
The Netherlands
E-mail: info@arbo-nederland.com
Tel: 010 211 02 77
Tel: 0800 77 888 80