

Privacy statement OTTO Work Force, OTTO Outsourcing

This privacy statement governs the processing of personal data of the various Websites (including www.ottoworkforce.nl, www.ottoworkforce.eu, www.ottoworkforce.com) of the various OTTO companies (including OTTO Work Force B.V. and OTTO Outsourcing B.V.) as well as of the subdomains of said Websites.

OTTO Work Force B.V. and OTTO Outsourcing B.V. and the various other OTTO companies (hereinafter jointly referred to as: "OTTO") shall at all times be responsible for the processing of personal data in accordance with the Personal Data Protection Act (Wbp). Starting 25th May 2018 OTTO will qualify as the Controller within the meaning of the General Data Protection Regulation – (AVG).

Our contact details are:

OTTO Work Force B.V.

5803 AP Venray

Tel: +31 478 529 999

Mail: info@ottoworkforce.eu

General

OTTO are extremely careful when handling personal information. We realise that we process a significant amount of data and comply very carefully with the relevant jurisprudence in this area. This is done by verifying with our legal partner that our services meet all appropriate requirements, both in the area of data protection and in respect of compliancy with the legislation for data protection.

OTTO endorses the principles of the Personal Data Protection Act and of the General Data Protection Regulation (AVG) which will come into effect on 25 May 2018. We try and anticipate as much as possible with regards to this regulation, in order to avoid any unforeseen circumstances.

Date which is processed by us of visitors to our Website

In general it is possible to visit our Website without providing any personal information. However, for statistical purposes we process data –for instance, via Google Analytics- about the date and the time you visit our Website, the site through which you accessed our Website, the region from which you visit our Website, the pages and sections on the Website you visit (how often, the duration and in which sequence), which information you upload/download to/from the Website and the type of information you have looked at. In addition, we collect other non-identifiable automatic information about the users of the Website.

We collect the abovementioned information in order to adapt the content of the Website as much as possible to the needs and requirements of the visitors of our Website. Non-identifiable information is kept for future reference and could be passed on to third parties. For more information about the use of cookies we refer you to our cookie policy.

On our Website you may come across links (hyperlinks) to other websites. This privacy statement does not apply to the websites of such third parties. For this reason we recommend that you read the privacy statement of such parties so that you are aware how they deal with your privacy. In this regard please see our aforementioned cookie policy.

Starting from when do we collect personal data?

For instance, from the moment you provide information on our Website for recruiting purposes or when you register or have yourself registered in any other manner, we collect your personal details.

Why do we collect personal data?

We collect and process your personal data, inter alia, for the provision of our services and to draw your attention to these services and to keep you informed. In this respect we refer to, for instance: assignments, mediation, secondment, recruitment & selection, salary administration, personnel management, personal development, payroll and availability.

More specifically we process personal data:

1. in order to comply with the prevailing laws and regulations applicable to OTTO
2. in order to assess your suitability for a certain assignment or position, to record your availability and to introduce you to or put you in touch with one or more (potential) business associates and/or clients;
3. in order to inform you about our services, professional information and/or other activities and to make you an offer on behalf of OTTO;
4. in order to provide you with training opportunities, career and/or professional advice and/or further (work-related) services, to mediate with employment, working at and placement with clients, or to arrange assignments for you;
5. In order to enable you to use and give access to our secure Website, portals and other online platforms.

Legal grounds on which we base the processing of your personal data

We base the processing of your personal data on different legal bases. A substantial part of your personal data which we process, is done because this is necessary in terms of our contact with you and our client (para 6 sub b AVG). Furthermore, we process your personal data because for our part it is necessary to deal with our legitimate interests and to inform you and keep you informed of our activities and to make you offers (para 6 sub f AVG). Finally, in some circumstances it is mandatory to process, inter alia, your BSN (Social Security Number) and a copy of your ID document, for instance when you join our company.

Which of your (personal) data do we collect?

We collect personal data which we need in order to provide our services. Some of this personal data is mandatory to enable us to provide our services. In addition, we collect supplementary (personal) data so that we can align our services with your specific qualifications and requirements or to satisfy the specific demands of our client. The responsibility for the correctness and relevance of the information provided by you, lies with you.

Following data and documents containing personal data are collected by us:

- Address data (name, address, town)

- Email address
- Gender
- Date of birth
- Telephone number
- Curriculum vitae and letter of motivation, often containing information about education and work experience
- In the case of a specific vacancy application: the position you apply for.

Special personal data

Only where OTTO needs the special personal data to comply with its legal requirements, where you have given permission to do so, or where this is legally allowed, will we process this information. Special personal data refers to data which may be sensitive, such as details about a person's race, religion or health.

How long is the personal data which is collected on our Website retained?

As far as the personal data is concerned which you have provided in terms of employment mediation, we apply the following retention periods:

First of all, you are always entitled to request us to remove the information submitted. Should you not do so, we will retain your data for a period of no longer than two years after the date of registration or the last day you were employed by us, unless the personal data is needed to comply with a statutory retention period, such as is the case for fiscal relevant information or ID documents.

When you have applied for a staff function (a permanent position within the OTTO company) your personal data will be deleted upon your request, or four weeks after the recruitment period has ended, unless you have given OTTO permission to retain the personal data for a period of one year after completion of the recruitment process. Such permission may be withdrawn by you at any time. This can be done by sending an email to: info@ottoworkforce.eu

How is the personal data which is collected on our Website protected?

OTTO places a high value on privacy. For this reason we have implemented several measures to prevent loss, theft or otherwise improper use of your personal data. Where necessary, we work with encrypted communication and secure connections. Furthermore, we have taken the necessary steps in respect of physical and logical access security.

Who has access to your personal data?

OTTO receives your personal data. OTTO shall not sell your personal data in any manner to third parties. In addition, OTTO will only submit your personal data to third parties when we are legally or contractually bound to do so, or when this is necessary to perform or draw attention to our services, such as introducing you to our clients or to make you an offer and to keep you informed of our services.

Can I submit a request for access to, correction or deletion of personal data collected by OTTO?

It is possible to request access to, deletion or correction of personal data collected by OTTO about you via its Website. This can be done by sending an email to: info@ottoworkforce.eu. To check your identity, OTTO will request you to enclose a copy of your ID, in which your BSN number and passport photograph have been made invisible. With this access request you can ask OTTO to correct or delete

your personal details. Are you of the opinion that we do not treat your personal data with the utmost care? Please contact us as detailed above. You are furthermore entitled to lodge a complaint with the Personal Data Authority (Autoriteit Persoonsgegevens).

Objection to the processing of your personal data by OTTO

It is possible to object to the processing of your personal data by OTTO, if your personal data are used for purposes other than necessary for the performance under a contract or necessary to comply with a legal obligation. For instance, you can object to the use of your personal data for marketing and sales activities. You can do so by sending an email to: info@ottoworkforce.eu. In addition, you have a right to so-called data portability. This means that you are entitled to receive the personal data relevant to you, which you have submitted to OTTO, in a clearly laid-out format. For this you can also send an email to: info@ottoworkforce.eu.

Should you object to the processing of your personal data which is needed in the performance of our duties, we consider it important to point out that without your personal data we will not be in a position to offer you our services as an employment agency.

Concluding remarks

OTTO reserves the right to amend this privacy statement. Each amendment will be announced on this page. OTTO, therefore, advises the User to regularly consult this page to establish whether amendments have been made. The current privacy statement was last updated in January 2018.