

## General Data

### Protection Regulation

#### (GDPR) Privacy Policy

**Wise Help** Address: Business Center Loolaan 37 -7314 AB Apeldoorn, The 80327621; Legally represented by: V.S. Boonstra Intriago, (“We”, “Us”)

are committed to protecting and respecting your privacy. This privacy notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Vanessa Stefania Boonstra Intriago.

#### What is the GDPR?

The GDPR is a European privacy regulation. It ensures the careful processing of personal data by businesses and organizations. For instance, you must have a good reason to process personal data. And you are not allowed to gather and use more data than is absolutely necessary. These rules apply across the EU/EEA. GDPR stands for General Data Protection Regulation, but in the Netherlands, the GDPR is referred to as the AVG or Algemene Verordening Gegevensbescherming. The GDPR came into force on 25 May 2018.

#### Your Personal Information

We collect and process information about you in our Freelancer database using GoogleDrive cloud application.

##### **1. Information We collect from You**

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to us.
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- A record of your work assignments through any hiring process that we may conduct.

##### **2. Information We Collect From Other Sources**

We link the data you provide to us, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.

## **Uses Made Of Your Information**

### **1. Lawful basis for processing**

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business. Where you apply for a job opening through our website or via email, we rely on your consent, which is freely given by you during the application process, to disclose your personal data on the basis described below.

### **2. Purposes of processing**

We use information held about you in the following ways:

- To consider your application in respect of a role for future work assignments.
- To consider your application in respect of assignment roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.

### **3. Decision making/profiling**

The process of finding suitable candidates and any decision as to who we will engage to fill the assignment opening will be made by our staff and the client company.

## **Disclosure of Your Information**

As set out above, we pass your information to our third party Client, who use it only in accordance with our recruitment instructions and as otherwise required by law.

## **How we store your Personal Data**

### **1. Security**

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

### **2. Where We store your Personal Data**

Where we store your personal data in our cloud database, it is stored on our Google Drive database.

By submitting your personal data, you agree to this storing or processing.

If you would like further information please contact Us (see 'Contact 'below). We will not transfer your personal data outside of the Netherlands OR EEA or to any organization governed by public international law or which is set up under any agreement between two or more countries.

### **3. How long we keep your Personal Data**

We will hold all the data for 10 years.

Your personal information will be deleted on the following occurrence:

- receipt of a written request by you to us.

### **Your rights**

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances.

If you would like to exercise any of those rights, please:

- contact us using our Contact details below
- let Us have enough information to identify you,
- let Us have proof of your identity and address, and
- let Us know the information to which your request relates.

### **How to complain**

We hope that We can resolve any query or concern you raise about Our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the Netherlands is the Autoriteit Persoonsgegevens (AP) who may be contacted at <https://www.autoriteitpersoonsgegevens.nl/nl/meldingsformulier-klachten> or by letter: Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ Den Haag, or telephone: 088 - 1805 250. For more information please visit <https://www.autoriteitpersoonsgegevens.nl/nl/zelf-doen/gebruik-uw-privacyrechten/klacht-melden-bij-de-ap#faq>

### **Contact**

All questions, comments and requests regarding this Privacy Notice should be addressed to [info@wisehelp.nl](mailto:info@wisehelp.nl)