

General Data Protection Regulation (GDPR) Privacy Policy

Last Updated: 16 December 2022

Wise Help: based in Schuytstraat 52, 2517XG, The Hague (Netherlands) with Chamber of Commerce No: 80327621 and legally represented by V.S. Boonstra Intriago is 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 Wise Help, will be processed by us within our recruitment processes. Please read the following carefully to understand the views and practices of your personal data and how will be treated.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is V.S.Boonstra Intriago (Founder and CEO of Wise Help).

❖ 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 (Algemene Verordening Gegevensbescherming). The GDPR came into force on 25 May 2018 and several reforms are made, which changes are applied to.

❖ Your personal information:

Wise Help collects and process information about you in our Freelancer database using Google Drive Cloud Application.

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 collaboration role as independent contractor. 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.

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 social media account such as LinkedIn and other social media profiles.

❖ Uses made of your information:

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.

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.

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

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.

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 (visit our website and contact us). 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.

❖ How long we keep your personal data

We will hold all the data for 10 years. Once this period has expired, we will delete this data. The data will be totally removed from Google Drive Database. In addition, your personal information will be deleted on the following occurrence:

- Receipt of a written request by you to us (this can be done also via email request).

❖ 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

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 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 Autoriteit Persoonsgegevens (AP) who may be at available for complain at <https://www.autoriteitpersoonsgegevens.nl/nl/meldingsformulier-klachten> or by visiting or sending or a letter to Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ Den Haag, 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>

❖ Marketing

Wise Help would like to send you information about the products and services that we think you might like, as well as those of our partner companies:

- Anglia Network NL (for our Business English Lessons)

If you have agreed to receive marketing from Wise Help, you may always opt out at a later date.

- You have the right at any time to stop Wise Help company from contacting you for marketing purposes or giving your data to other members of Wise Help company group (like partner companies).
- If you no longer wish to be contacted for marketing purposes, please email here: info@wisehelp.nl

❖ **What are your data protection rights?**

Wise Help company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request Wise Help for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification - You have the right to request that Wise Help correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.
- The right to erasure - You have the right to request that Oerase Wise Help our personal data, under certain conditions.
- The right to restrict processing - You have the right to request that Wise Help restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to Wise Help's processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that Wise Help transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:
Call us at: (+32) 487.411.935
Or write to us: info@wisehelp.nl

❖ **What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website (Analytics).
- To know where the website traffic comes from (Region or Country).

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- Functionality - Wise Help uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

- Advertising - Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you might be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above mentioned website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

❖ Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 December 2022.

❖ How to contact us

If you have any questions about Wise Help's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@wisehelp.nl

Call us: (+32) 487.411.935