



## PRIVACY STATEMENT

In the context of the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018, the following privacy statement has been drawn up to provide our employees (which in this case also includes applicants, interns, former employees, temporary employees, or other temporary hired-in employees) with the necessary information regarding certain topics.

### **(1) Christiaens Group BV**

Witveldweg 104-106, 5961ND Horst, The Netherlands

Telephone number: +31 (0)77 399 9500

Fax: +31 (0)77 399 9541

E-mail: [info@christiaens.com](mailto:info@christiaens.com)

### **(2) Collection and use of personal data of applicants, temporary workers, interns, and employees**

We would like to draw your attention to the fact that we will collect and use the personal data you provide us with, as this is necessary for the completion of the application procedure or in order to conclude and execute an employment contract/internship agreement/temporary employment contract. In addition, certain personal data are required in order to comply with and implement the provisions of our collective labour agreement (CAO). We also collect and use your personal data to comply with certain legal obligations. These legal obligations relate, for example, to the determination and liability to pay taxes and contributions for employees.

In view of this requirement, you are obliged to provide us with the necessary personal data. If you do not provide us with any or sufficient personal data, we may not be able to conduct a job application procedure with you, enter into and execute an employment contract/internship agreement/temporary employment contract, or comply with our legal obligations.

If you are a temporary employee, employee, or intern, we will use your data for drawing up, executing, and terminating the employment or internship agreement or the employment relationship. This is understood to mean, among other things:

- (a) the handling of staff matters;
- (b) fixing and paying the salary, allowances, and other monetary amounts; and
- (c) determining and paying any taxes, contributions, and other tax obligations on your behalf as an employee or intern.

If you are an applicant, we will use your details to communicate with you about the progress of the application process, your suitability for a vacancy or potential vacancy, and any expenses you have incurred.

If you are a temporary employee, we will use the information we obtain from the temporary employment agency to assess your suitability for a job that is or may be vacant and for the execution of the temporary employment contract.



### **(3) Transfer to third parties**

It is possible that we may pass on your personal data to other parties. These other parties may be government bodies, but also parties who perform work on our behalf or parties to whom we are obliged to provide information in connection with the execution of the employment contract. This concerns the following parties:

- o the Dutch Tax and Customs Administration;
- o the Employee Insurance Agency (UWV);
- o our occupational health and safety service/company doctor;
- o the Social Affairs and Employment Inspectorate;
- o the Pension Fund;
- o the leasing company;
- o the sick leave insurer;
- o our accountant/bookkeeper/salary administrator.

Sometimes it will be necessary to provide your data to third parties in order to comply with the law, as is the case with the transfer of data to the Tax and Customs Administration, the UWV, the occupational health and safety service/company doctor, the obligatory Pension Fund, and the Social Affairs and Employment Inspectorate.

In other cases, the transfer is necessary in order to be able to execute the employment contract or other agreement with you, such as when passing it on to the leasing company. When providing your data to our absenteeism insurer, we have a legitimate interest in being able to claim insurance benefits as a result.

In addition, there are parties who perform work on our behalf, such as the accountant/bookkeeper/salary administrator. We have a legitimate interest in the transfer of your data in this case. This work has been outsourced because of the knowledge and expertise that our accountant/bookkeeper/salary administrator possesses. In order to execute the employment contract or other agreement with you, the accountant/bookkeeper/salary administrator needs your personal data.

We also use external server space for the storage of parts of our personnel and payroll administration, of which your personal data form a part. For this reason, your personal data will be provided to our server provider. We also use Microsoft Office and the storage options for e-mails and other files that this software offers. We have a legitimate interest in these two transfers because we want to store and process data digitally and because outsourcing has various advantages.

### **(4) Storage period of personal data**

We will remove your application data no later than four weeks after the end of the application process, unless you have given us permission to keep your data for a maximum period of one year.

We will retain the personal data from the salary administration that are of fiscal importance for a period of seven years after you have left employment. This retention period is related to a legal obligation that applies to us. We will retain payroll tax statements and a copy of your identity document for five years after the end of your employment. This retention period is also related to a legal obligation that applies to us.

For other data in the personnel or payroll administration, we apply a retention period of no more than two years after your employment is terminated, unless it appears that certain personal data are necessary for us to



comply with a statutory obligation or in the event of an industrial dispute or legal action. Other information from the personnel or payroll administration includes, for example, employment contracts, reports of appraisal and performance interviews, correspondence about appointment, promotion, downgrading and dismissal, certificates, and administrative absenteeism data.

#### **(5) Your rights**

You have the right to ask us for access to your personal data. If there is reason to do so, you may also request us to update your personal data or to correct any inaccuracies. In addition, you have the right to ask us to delete your personal data or to restrict the use of your personal data. You can also object to the collection and use of your data. If you find that we handle your personal data incorrectly, you can submit a complaint about this to the organization that monitors these privacy rules, the Dutch Data Protection Authority. Finally, you can ask us to obtain your personal data or transfer that data to another party.

You may not exercise the above rights in all circumstances. For example, if we need your personal data in order to comply with the law, you cannot object or request deletion.

In order to be able to exercise your rights, you can contact:

Christiaens Group Witveldweg 104, 5961ND Horst, The Netherlands

HR Department, contact person Mr P.M.C. Bruynen, HR & Recruitment manager

Telephone number: +31 (0)77 399 9576

E-mail: [hrm@christiaens.com](mailto:hrm@christiaens.com)

You can also contact us if you have any questions or for more information about the collection and use of your personal data.