



Privacy statement

Introduction

B.V. Topselect (also trading under the name Topselect Groep, registered with the trade register under number 30186160, hereinafter: ‘Topselect’), uses a strict privacy policy. We take privacy very seriously and will treat personal data in a careful and confidential manner. This privacy statement indicates how we handle the data of our employees and seconded employees (payroll staff), clients (staff members of universities, knowledge institutions and the educational sector as a whole and other relations.

Personal data is any data that is specific to an individual (also known as the individual involved), or which can be traced back to an individual (natural person). There are many types of personal data. Examples include address details, but also information regarding race, religion or health.

Topselect is the controller in the sense of the general data protection regulation (Dutch abbreviation: AVG). In this framework, Topselect is responsible for the processing of personal data and it establishes how and for what purposes this personal data is processed.

We will explain below what personal data we process, for what purpose, for how long and with whom we share personal data. It will also be specified what rights the individuals involved have and how they can exercise them.

What personal data do we process and for how long?

We process personal data of the following individuals:

- Employees and seconded employees (payroll staff);
- Interested parties;
- Clients (staff members of universities, knowledge institutions and the educational sector as a whole);
- Contact persons of business relations, including suppliers and clients.

We will only process personal data required for the above-mentioned purposes. We strive for minimal data-processing. This means that we will process less or no personal data where possible, and will not store personal data longer than necessary for the purposes of data-processing specified below, and we will observe legal retention periods. Personal data will be destroyed after expiry of the relevant retention periods.

We will only process the following personal data of the (natural) persons specified below:

(Seconded) employees

- Name and address details, e-mail address, telephone number, bank account number and other contact details.
- Name and contact details of partner.
- Birth information, age, gender.
- Curriculum vitae (CV), information on training, internships and work experience.
- Information on training and education and/or tests the individual involved has followed, whether or not via us.
- Information on availability and leave.
- Nationality, citizen service number, copy of proof of identity, a work permit if applicable.
- Information within the context of a screening.
- Information concerning the nature and content of previous employment mediations, as well as information concerning the termination of said mediation.
- Information related to staff, salary and absenteeism registration.
- Information on the basis of which the individual involved presents themselves (video, photo).

In the case where we are required to store this data on the basis of a legal obligation, we will destroy the data after the legal retention term has expired.

We will erase any other data after two years, except for visual material (video, photos), which we will erase at the first request of the individual involved.

Interested parties

- Name and address details, e-mail address, telephone number and other contact details.
- Birth information, age, gender.
- Curriculum vitae (CV), information on training, internships and work experience.
- Information that is or could be of importance to assess the suitability of the individual involved, including references and testimonials and data concerning work experience.
- Information on the basis of which the individual involved presents themselves (video, photo).

We will erase this data if the interested party personally requests this and if we do not enter into an agreement with the interested party. We will only store the data for a longer period of time with permission from the individual involved, and for a maximum of two years.

Clients

- Name and address details, e-mail address, telephone number and other contact details.
- Birth information, age, gender.
- Curriculum vitae (CV), information on training, internships and work experience.
- Contact details of manager.



- Information on training and education and/or tests the individual involved has followed or done, whether or not via us.
- Results and notes of coaching or training programmes and (personality) tests;
- Information on the basis of which the individual involved presents themselves (video, photo).

In the case where we are required to store the data on the basis of a legal obligation, we will destroy the data after the legal retention term has expired. We only store the data for a longer period of time - and for a maximum of two years - with permission from the individual involved, except for visual material (video, photos), which we will erase at the first request of the individual involved.

(Contact persons of) business relations

- Name and address details, e-mail address, telephone number and other contact details.
- Personal notes of the account manager.

We are required to store data that is relevant for our records throughout legally prescribed retention periods. We will erase any other personal data no later than two years after termination of the business relation or after the contact person has left the business relation.

For what purposes do we use the personal data?

We mainly use the aforementioned personal data to meet our legal obligations and to perform our services in the best possible way. These services include assisting and advising staff members of universities, knowledge institutions and the educational sector as a whole (this includes arranging individual and group-oriented assistance and arranging outplacement programmes) as well as seconding (payroll) staff. In addition, we use personal data for the reasons specified below.

Personal data of (seconded) employees

Registration and processing of hours worked in our salary system.

- Entering into and maintaining an employee or staff/mediation relationship with the individual involved and performing the relevant administrative tasks, including the payment of wages as well as premiums and social security contributions.
- Communications with our (seconded) employees.
- Meeting reintegration obligations and complying with a (government-imposed) obligation to provide employment to individuals who are far or further removed from the labour market.
- Processing personal data in the context of a screening at the request of our clients.
- Stimulating the personal development and deployability of the individuals involved, including training, education and tests.
- Applying for staff-related subsidies.

Personal data of interested parties

- Assessment of the preferences, suitability and availability of individuals involved in connection with the offering of our services, where test results can be used as well.
- Communication with interested parties.

Personal data of clients

- Entering into an assignment relationship with the client.
- Performing our services.
- Processing personal data in the framework of a screening at the request of our clients.
- Stimulating the personal development and deployability of the individuals involved, including training, education and tests.
- Communication with the client.

Personal data in connection with business relations

- Recording the agreement with the client, maintaining and complying with the relevant agreement with the client and invoicing.
- Recording the agreement with suppliers and advisors, maintaining and complying with the relevant agreement with suppliers and advisors.

Other reasons for the processing of personal data

Compliance with regulations and legislation, with regard to identification, employment legislation, fiscal and social security legislation and the fight against fraud, among other aspects. This also includes the services required in this context which are supplied to us by parties with specific expertise, such as tax advisors, accountants, legal advisors and advisors in the field of quality promotion.

- Approaching the individuals involved for commercial offers, newsletters and training courses by Topselect which could be interesting for them, only if they registered for them.
- For the benefit of communication.
- Quality purposes such as certification.

On what grounds do we process personal data?

There should be grounds to be permitted to process personal data. We process personal data on the following grounds:

(Seconded) employees

- Implementing an agreement with the individual involved;
- Meeting legal obligations (based on fiscal regulations, among other regulations).
- Permission from the individual involved for sending marketing expressions and the use of visual material.



- Legitimate interest. For example, in assessing (seconded) employees for integrity, suitability and reliability (screening), in the event of calamities, for the development of quality systems and in order to facilitate auditing.

Interested parties

- Permission granted to us.

Clients

- Permission granted to us.
- Performance of an agreement with the individual involved.
- Compliance with legal obligations (based on fiscal regulations, among other regulations).
- Legitimate interest. For example, in assessing clients for integrity, suitability and reliability (screening) as well as in personal development.

(Contact persons of) business relations

- Implementing an agreement with the individual involved.
- Meeting legal obligations (based on fiscal regulations, among other regulations).
- Permission from the individual involved.

General

Other situations could occur in which we process personal data on the basis of a legitimate interest of Topselect (for example, when this is required for the performance of our daily business operations).

When we process your personal data on the basis of a legal or contractual obligation or for the performance of an agreement with you, it is important that you provide us with the requested data. If you fail to do so, we will be unable to perform the agreement with you or you could be in violation.

If we process your personal data on the basis of your permission, you will have the right to withdraw this permission at any time. From that time onwards, we will cease the processing of this personal data with immediate effect.

Sharing personal data

We will exclusively share the collected personal data with third parties to support the previously mentioned purposes or if this is required by law. The situation at hand determines what personal data is supplied to whom.

(Seconded) employees

We have an obligation to supply personal data to competent authorities and agencies, such as:

- The Dutch tax and customs administration, social insurance agencies and the labour inspectorate;
- The pension insurer (STIPP);
- The occupational health and safety service (Dutch: Arbodienst);
- Clients to whom employees are seconded;
- Advisors and other suppliers of expertise services which we use in connection with correct compliance with our legal obligations;
- Institutions tasked with supervision of compliance with collectively agreed obligations, such as the Foundation for Compliance with the CLA (Dutch abbreviation SNCU);
- Other relevant government agencies and supervisory bodies, such as the Dutch Data Protection Authority (Dutch abbreviation: AP).

Interested parties

We will not share any personal data of interested parties with third parties.

Clients

We will exclusively share personal data of clients with third parties, insofar as this is legally required or results from our relationship or assignment with the client, such as:

- The Dutch tax and customs administration;
- Third parties deployed by us in the framework of assisting and advising the client;
- The manager or employer of the client.

(Contact persons of) business relations

We are required to supply personal data to competent authorities and agencies, such as:

- The Dutch tax and customs administration;
- Advisors and other suppliers of expertise services, which we use in connection with correct compliance with our legal obligations;
- Other relevant government agencies and supervisory bodies such as the Dutch Data Protection Authority (Dutch abbreviation: AP).

If necessary, we will ensure that agreements are in place with the aforementioned third parties about the requirements that the data exchange must meet, and we will specifically see to it that the relevant third party is also in compliance with the General Data Protection Regulation. The collected personal data will not be loaned, leased, sold or disclosed in any other ways than previously described. We will not pass on any data to a country outside the European Union if there is no legal basis for this.



Security of personal data

We consider the proper security of your personal data to be very important. We have taken technical and organisational measures to protect your personal data against (cyber) crime, destruction, loss or other unlawful processing. The measures taken meet at least the minimum general requirements imposed on information security for an organisation such as ours. We evaluate the implemented measures periodically and adjust them if necessary. If we use the services of third parties, such as an IT supplier, we will make arrangements regarding sufficient security measures.

We will ensure that staff members do not have more access to personal data than they strictly require for the proper performance of their activities.

We will conclude a confidentiality agreement with everybody who is given access to personal data processed by us, and who does not yet have a confidentiality obligation on the basis of profession, role or a legal obligation.

Privacy rights of individuals involved

Based on the General Data Protection Regulation, you, as the individual involved, have rights you can use towards organisations who process personal data. These are as follows.

Right to access and/or rectification

Via a request for access, you can request information as to what personal data we process, for what purpose, how we source this data and what retention periods we use. In addition, you can submit a request to have your personal data supplemented or corrected.

Right to restriction of processing

If the personal data we process is possibly incorrect, is processed unlawfully, is no longer required or if you object to the processing as described hereafter, we will (temporarily) cease the processing of your personal data at your request or only process your personal data in certain cases.

Right to data erasure

If your relationship with us has ceased, you may request us to erase your personal data. We will always honour your request if the data processing is exclusively based on permission. In all other cases, we will assess whether there are reasons that block full or partial erasure, such as legal retention obligations.



Right to data transfer

If we process your personal data exclusively on the basis of permission granted by you or in the context of an agreement concluded with you, you will be entitled to request us to transfer this data to you or to a third party to be specified by you. In the event an agreement has been concluded with you, such a transfer will only be possible if the agreement with you has been terminated. We wish to point out that data we process on another basis - such as a legal obligation or a legitimate interest - is not eligible for transfer.

Right to objection

If we process your personal data on the basis of a legitimate interest of Topselect (including direct marketing or profiling), you may request us to cease this. We will subsequently assess whether we can accommodate your request.

Right to file a complaint with the Dutch Data Protection Authority

If you believe that we process your personal data in a way that violates the General Data Protection Regulation, you can submit a complaint to the Dutch Data Protection Authority at any time. We refer you to the website of the Dutch Data Protection Authority for the formalities involved in submitting such a complaint.

Amendments to the privacy statement

Topselect is entitled to amend the content of this privacy statement at any time without prior notification being required. Adjustments to the privacy statement will be published on the website of Topselect. None of the provisions from this privacy statement aims to create any obligation or agreement between Topselect and you as the individual involved.

Questions and contact

If you have any questions or comments about the processing of your personal data and this privacy statement or in connection with the exercising of the aforementioned rights, you can contact Topselect via the following contact details:

E-Mail address: privacy@topselectgroep.nl

Telephone number: 085 0775040

Postal address: Daltonlaan 400, 3584 BK, Utrecht

The current version of this privacy statement was drawn up on 30 August 2018.