

# HvA JobService Privacy Statement

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## **Introduction**

This is the HvA JobService B.V. Privacy Statement. In order to provide you with the best possible service and do our work as efficiently as possible, HvA JobService records and processes your personal data.

It is important to HvA JobService that your personal data is handled with care. You can rest assured that your data is secure and that we keep to the statutory rules in force. In this Privacy Statement, we explain why and how we process your personal data.

## **Who are we?**

HvA JobService is a service-oriented organisation that seconded employees and is a 100% subsidiary of HvA Ventures Holding.

## **What personal data do we record?**

We record personal data provided by you or a third party, usually our client. When you start work, you will be aware of the specific personal data that we process. Usually, this is the first name and surname, address, place of residence, telephone number, gender, email address, Citizen Service Number (BSN), job titles.

## **Why do we record personal data?**

We record personal data in order to place you as an employee with one of our clients. This also means that we pass on your data to the client, as well as organisations such as insurance companies, the UWV Employee Insurance Agency and the tax authorities.

In addition, we record contact details of our current and potential clients, business customers, suppliers or business partners.

We would like to draw your attention to the fact that, if you, as an organisation or company, pass on personal data of (potential) employees to us, you are obliged by law to report this. You can issue them with this Privacy Statement so they are aware of how HvA JobService handles personal data.

## **Rights of the data subject**

According to the General Data Protection Regulation (GDPR), everyone has a number of rights. We do our utmost to comply with this as fully as possible. You can contact us, as the controller responsible for the processing of your data.

*Information and access:* Of course, you can view the personal data that we process about you. In that case, we will also be happy to tell you more about how and why we process this data.

*Rectification:* If you believe that we have incorrect data about you, please let us know and we will correct it.

*Right to be forgotten:* You can have the personal data we have about you erased. However, we may need to continue to process that data for other purposes (administration or to prevent duplication).

*Restriction:* If you feel that we are processing your personal data unlawfully or inappropriately, you are also entitled to have that processing restricted.

*Objection:* You can object to the processing of your personal data. If it is used for marketing purposes, we will discontinue processing as soon as possible.

*Portability:* Under the GDPR, you have a new right to have your personal data transferred elsewhere. If you would like to make use of this, please contact us.

You can also:

*Withdraw consent:* For example to receive mailings. If you would like to withdraw your consent for another form of processing, please contact us.

*Lodging a complaint with the Dutch Data Protection Authority:*

If you feel that we are not acting in accordance with privacy legislation, please let us know. You can also lodge a complaint about it with the Dutch Data Protection Authority.

### **Retention periods**

We do not store personal data for longer than necessary. We retain personal data to inform our network about relevant issues concerning the incubator. If this is undesirable, the right to be forgotten can be invoked (see above under “Rights of the data subject”).

### **Basis for recording data**

As explained above, we process some data to carry out a legal obligation, some to execute an agreement and most of it in order to serve the **legitimate interests** of HvA JobService in carrying out our objectives.

### **Secure**

The HvA JobService servers are managed by UvA Ventures Holding. In order to protect your privacy and the confidentiality of your data, UvA Ventures Holding takes appropriate technical and organisational measures. These include security measures to prevent misuse of and unauthorised access to personal data, such as the use of access control, firewalls and secured servers and the encryption of certain types of data, such as financial information and other sensitive data.

As well as securing the systems, we also do not want everyone at HvA JobService B.V. to have access to all your data. Our systems have been set up in such a way to ensure that employees can only see information for which they are authorised.

### **Controller responsible for the processing of your personal data**

The controller responsible for the processing of your personal data is HvA JobService B.V., with registered offices at Sarphatistraat 131-b, 1018 GD Amsterdam, Chamber of Commerce number 33254748, a subsidiary of HvA Ventures Holding B.V., with registered offices at Roetersstraat 35, 1018 WB, in Amsterdam.

Please let us know if you have any comments or tips! For this, you can contact us at [bureau@hvajobservice.nl](mailto:bureau@hvajobservice.nl) or on +31 (0)20 525 3262.

Amsterdam, 1 June 2018