

**PRIVACY STATEMENT KOLIBRIE NEXT**

This is the privacy statement of *Kolibrie Uitzendbureau N.V.* (hereinafter: “Kolibrrie Next”) and this applies to all personal data processed by Kolibrrie Next in its database and via its websites.

Kolibrrie Next collects personal data if you as a flexible worker, employee, job applicant or candidate or other relation of Kolibrrie Next would like to make use of our services, or if you are a supplier. Kolibrrie Next is the party responsible for the processing of your personal data. The collected personal data is handled by Kolibrrie Next with great care and we will treat and secure this data in accordance with the requirements set by the law. With this privacy statement, we want to inform you clear and transparent about how we handle your personal data.

**What are personal data?**

Personal data is all data which can be used to identify a natural person. We speak of personal data if someone can reasonably, without too much of an effort be identified through this data. Data that allows an individual to be identified directly are for example name, address and date of birth. Data of which the name is removed can in combination with other data be indirectly identifiable.

**For which purposes do we process your personal data?**

We distinguish two groups of persons of whom we process data: 1. flexible workers, employees, job applicants and candidates, 2. other relations (such as contact persons of clients and suppliers). Below we will explain per group for which purposes we collect personal data.

*1. Flexible workers, employees, job applicants and candidates*

Your personal data may be collected for the following purposes:

- To enter into an employer-employee-relation with you and to maintain it.
- To run the necessary administration and to be able to comply with (other) legal obligations.
- To be able to meet rehabilitation requirements and to request for subsidies and/or premium discounts.
- To outsource you to clients.
- To enter into and perform agreements with clients of Kolibrrie Next.
- To enter into a job placement relation with you.
- To perform intermediary activities for (other) work or (other) clients for you.
- To assess your suitability and availability for specific functions and assignments at clients.
- To facilitate your personal development by offering career advice, training, courses, etc.
- To be able to comply with other legal obligations resulting from our employer-employee and/or intermediary relation (for example, social security legislation, fiscal legislation, employment legislation).

*2. Other relations (such as contact persons of clients and suppliers)*

Your personal data may be collected for the following purposes:

- To enter into, perform and maintain an agreement with you or your employer/organisation for our services.
- To enter into, perform and maintain an agreement with you or your employer/organisation for other reasons.
- To be able to provide information on our services and make commercial offers on our services.

**Which personal data is being processed?**

Kolibrrie Next processes the following personal data;

*1. Flexible workers, employees, job applicants and candidates*

Name and address details, date of birth, gender, contact details, nationality, civil status, curriculum vitae (CV), citizen service number, (copy of) passport/identity card, (copy of) work permit, (copy of) residence permit, login data of restricted login environment, education and experience, referees and references, integrity data, data on availability and employability, illness or special leave, assessments, data supporting subsidy applications, premium discounts, etc., (health insurance) data, time registration and other data necessary for the application of law and regulations.



Part of the above-mentioned data fall into the category 'special personal data'. This is data concerning religion or belief, race, political preference, health, sexual life, union membership, criminal past. This concerns sensitive data which are extra protected by the legislator. We will only process special personal data of you if we are obliged by law, or if you have given us your explicit consent. In some cases, we may share your special personal data with third parties. However, this only happens if a legal basis exists. Examples are government institutions and clients.

#### *2. Other relations (such as contact persons of clients and suppliers)*

The personal data processed in this context are mostly data of contact persons of relations. The personal data of these contact persons which are processed are restricted to: name and address details, contact details, job details and login data of restricted login environment.

#### **Security of personal data**

We attach great value to protecting your privacy. Therefore, our applications and systems are secured in accordance with the current law and regulations to prevent the loss or unlawful processing of personal data. Employees of Kolibrie Next who have access to personal data are bound by a duty of confidentiality. Furthermore, only authorised employees have access to this data.

#### **Third parties**

Kolibrie Next may share your personal data with third parties. This will only take place if so is permitted by law or is necessary. Examples of third parties are clients, affiliated companies of Kolibrie Next, parties that are engaged by Kolibrie Next in support of (parts of) the services of Kolibrie Next, other suppliers and government institutions, or another person or party if required by law.

To be able to provide our services, it may be necessary for us to save and use personal data outside of the Netherlands. This can be within the European Economic Area (EEA), but also elsewhere. In that case, Kolibrie Next will take the necessary measures to ensure that all transferred personal data is protected adequately.

#### **Right of access and rectification of personal data**

You have to right to access the personal data we have of you and, if necessary, to have it corrected by us. If you would like to make use of this right of access and/or rectification, you can make a request via e-mail ([work@kolibrie-next.nl](mailto:work@kolibrie-next.nl)). The requested access or rectification will be provided/implemented at the latest within four weeks after the request. A lot of flexible workers, employees, candidates and job applicants can independently get access to a large part of the by Kolibrie Next processed personal data of them. If you belong to this category and have access to the restricted login environment (such as 'Kolibrie Next-Online'), you can look into various personal data and (most of the time) corrections, by logging on.

You have the right to object, free of charge, to the processing of your personal data, by sending an e-mail to the above-mentioned e-mail address. Within four weeks after receipt of the objection, Kolibrie Next will assess if the objection is legitimate. In this case the processing of your data will be stopped or corrected. Rectification will be performed if the personal data are factually inaccurate, incomplete or cannot be used for the purposes which they are processed for or if they have been processed in conflict with current law and regulations.

#### **Retention period**

The law contains various retention periods for the different kinds of personal data that we collect. We apply the retention periods set by law each time. If a retention period has expired, the concerned personal data will be deleted and destroyed.

#### **Cookies**

As a visitor of our websites, Kolibrie Next processes certain information that cannot be traced to individuals. For this purpose, we make use of so-called 'cookies' among other things.

#### **Changes to this privacy statement**

Kolibrie Next can make changes to this privacy statement. The most recent version will always be published on [www.kolibrie-next.nl](http://www.kolibrie-next.nl). This privacy statement was last updated on 05-01-2018.



**Contact**

If you need further information or have any questions or complaints about this privacy statement, or have a suspicion of a (possible) data breach, you can contact us via the details below.

*Address & contact details*

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