

Privacystatement

Why this Privacystatement?

Thank you for your interest in Perflexi and our services. We process your personal data for the purpose of this service. We attach great importance to your privacy and we will therefore treat these personal data with confidentiality and care. We would like to inform you further in this privacy statement. Separate or additional rules may apply for specific services.

Who is responsible for your personal data?

Perflexi is responsible within the meaning of the General Data Protection Regulation (Further mentioned GDPR). Below you'll find the contact details of Perflexi.

When we talk about Perflexi we are talking about the legal entity Perflexi B.V., registered with the Chamber of Commerce under number 6023.4806.

For which purpose does Perflexi collect your personal data?

- In general, we collect and process your data only for the performance as a Recognized sponsor and Payroll company. More specific, we ask you to share your personal data with us for the following purposes:
- To establish and maintain an employee / employer relationship and create a financial, personnel, hours, absenteeism and / or salary administration for this purpose.
- To assess your suitability for a specific position and/ or assignment.
- To inform you about our services.
- For management purposes, and the generation of management information like, audits, market analyzes (internal and external) and promoting and maintaining our quality and operational safety.
- To comply with the applicable laws and regulations and / or apply for subsidies and premium discounts, for example, the identification or payment of taxes and social security contributions.
- To comply with legal reintegration obligations and to comply with the government's order to help people with a distance to the labor market at work

We only process your personal data for the above mentioned purposes. When we want to process your personal data for close related purposes, according the law we will inform you and take the required measures.

On which lawful grounds are we allowed to collect your data?

We process your data:

- Because we need the data for the execution of an agreement or to take measures to come to an agreement.
- Because it's needed to comply to legal obligations. For example paying taxes to the tax authorities, or the implementation of absenteeism legislation in the context of an employment contract.
- Because you gave your permission (if applicable). This permission can be withdrawn at all times.

When do we collect your personal data?

You can share your personal data on several ways, for example:

- When you want to be employed by us, and agreed with employment contract
- When you would like us to apply for a highly skilled migrant application for you
- When you want to use our payroll services
- Contact one of Perflexi's employees by e-mail, telephone or in writing

It is impossible to get a contract with us, if you object to the process of your personal data. We exclusively process the data from the person concerned, arising from an agreement and where we are legally obliged to share this information with a third party.

Employer statement

Perflexi reserves the right to refuse to issue an employer's statement. We will only refuse if there is a claim on the wages of the employee.

What kind of data do we collect?

If you start working for us:

- Name, adress, residence, e-mailadress, phone number and other contact details
- Date of birth, Place of birth
- Gender
- Marital status
- Bank account number
- Copy ID, residence permit, Work permit
- Nationality
- Other data which is needed for conducting a personnel, salary and absenteeism registration
- Corporate data of client

If you start working for us as an Highly skilled Migrant:

- Name, adress, residence, e-mailadress, phone number and other contact details
- Date of birth, Place of birth
- Gender
- Resume with your work experience, educational skills and trainings
- Copy Diploms
- Copy Nuffic apprecciation
- Reference letters from former employers
- Marital status
- Copy Passport including all stamped pages
- Bank account number
- A statement from the client where is stated how the recruitment took place
- A statement from the client about the scale of your salary and which shows whether overtime paid separately or being discounted in the salary
- A Statement from the client with an extensive job description accompanied by an overview of all tasks, work and responsibilities that belong to your position

- BSN (social service number)
- Copy proof of registration from Town Hall
- Copy residence permit, Work permit
- Nationality
- Other data which is needed for conducting a personnel, salary and absenteeism registration
- Corporate data of client

If you start working for us as an Highly skilled migrant and would like us to apply for an Family reunification:

- Name, adress, residence, e-mailadress, phone number and other contact details
- Date of birth, Place of birth
- Gender
- Resume with your work experience, educational skills and trainings
- Copy Diploms
- Copy Nuffic apprecciation
- Reference letters from former employers
- Marital status
- Copy Passport including all stamped pages
- Bank account number
- A statement from the client where is stated how the recruitment took place
- A statement from the client about the scale of your salary and which shows whether overtime paid separately or being discounted in the salary
- A Statement from the client with an extensive job description accompanied by an overview of all tasks, work and responsibilities that belong to your position
- BSN (social service number)
- Copy proof of registration from Town Hall
- Copy residence permit, Work permit
- Nationality
- Other data which is needed for conducting a personnel, salary and absenteeism registration
- Copy Passport of all family members concerned including all stamped pages
- Copy of birth certificates of all persons concerned
- Copy of marriage certicate
- Copy of Household register

If you'll be our client:

- Name, adress, residence from your company, e-mailadress, phone number and other contact details
- Gender
- Copy extract Chambers of Commerce
- Corperate bank account number
- Copy Passport/ ID DGA (Director of stokholders)
- Nationality

If you'll be our client for a Highly skilled migrant:

- Name, address, residence from your company, e-mailaddress, phone number and other contact details
- Gender
- Copy extract Chambers of Commerce
- Corporate bank account number
- Copy Passport/ ID DGA (Director of stokholders)
- Recent copy of the share register from which you can see the number of shares and who the shareholders are
- Nationality
- Copy of the founding deed and the Statutes of your company
- Copy of your business plan
- The salary table and function house which the employer uses must be supplemented with evidences of wage level of comparable employees

What kind of personal data do we process from business associates?

- In general we collect and process your data only for the execution of our tasks as recognized sponsor and payroll company. More specific we ask you to share your data with us for the following purposes:
- To enter into and maintain a client / contractor relationship with you and to conduct a financial, personnel, hours, absenteeism and / or salary administration with you.
- To enter into and maintain a relationship focused on the acquisition / execution of assignments and to carry out a financial administration for this

We do process personal data of business relationships. This usually concerns the contact details of employees of clients and suppliers which Perflexi maintains a business relationship with. Usually it concerns the names, positions, contact details of the person of contact. We use and save this data with the purpose to execute/ or/and maintain an agreement.

What kind of special data do we process?

We only process special personal data if this is necessary to comply with our legal obligations, insofar as permission has been given, or if this is otherwise permitted by law. 'Special personal data' refers to data of race, religion or belief, political opinion, health, sexual life, trade union membership or criminal history. Nevertheless, it's possible that such information is provided by you on a voluntary basis. If so, Perflexi ensures that only limited persons have access to that data, and they only see the data if needed for the execution of their work.

With whom do we share your personal data?

It is possible we share your personal data with service providers, business associates (clients)and other third parties such as:

- The Tax Authorities
- Pension fund STIPP
- UWV
- The Immigration and Naturalisation service (This only applies for Highly skilled migrants)
- Creditors (only applicable, in case of debts and claims on wage)
- Insurance companies only related to our services

Perflexi will only disclose your personal information in accordance with this privacy statement and / or if this is required by law.

Perflexi saves your personal data in a data cloud. This means that your personal data can be processed and stored by a cloud service provider on behalf of Perflexi. Perflexi has taken organizational and contractual measures to protect your personal data and to impose security and privacy requirements on our cloud service providers, including the requirement that your personal data be processed solely for the purposes mentioned above.

Transparance website visit

The website of Perflexi keeps track of general visitor data, including the IP address of your computer and the time of retrieval and data that your browser sends. This data is used for analyzes of visitor and click behavior on the website. Perflexi uses this information to improve the functioning of the website. This data is anonymized as much as possible and will never be provided to third parties

How long do we keep your data?

We do not store your data longer than is necessary for the purpose for which we collected it. We take into account the legal retention periods.

Data concerning your salary administration we store until 7 calendar years after ending your employment contract. Your payroll tax statement and a copy of your ID/ Passport we are obliged to store for 5 calendar years after ending your employment contract. All other data we store until 2 calendar years after ending your employment contract.

Which rights do you have on the process and use of your data?

The right of data portability

This is the right to transfer digital personal data. People must be able to receive their own personal information that an organization has of them. They can forward this information to another organization that offers the same type of service. They can also ask an organization to forward the data directly to another organization. It is not about paper data.

Organizations must make all personal data available, which the people involved have given.

The right to be forgotten

This is the right involved persons have, to be forgotten. Organizations should in some circumstances erase all personal data they gathered from this person if they ask.

The data must be deleted if the organization no longer needs the personal data, if the person concerned withdraws his consent for processing or objects and if an organization unlawfully processes the data. The right to be forgotten applies also to backup files

Right of access

People whose personal data are being processed have the right of insight in that data. The organization must make clear why their personal data is processed, what types of personal data are involved, and to which organizations personal data may be passed on. It must also be clear for what period the personal data will be retained.

Right to rectification and supplementation

The right of an individual to modify incorrect personal data that the organization processes. A individual must also be able to supplement the data.

The right to limit processing

This is the right to have less data processed. For example, if incorrect data is processed, the data may not be used as long as they are incorrect.

If people object to the processing of their personal data, the organization must stop doing so, unless the organization can invoke compelling legitimate grounds that outweigh the interests and rights of those involved. Organizations must inform the people involved about the right to object.

The right to object to data processing

Do you object? Then the organization must make a weighing of interests.

Does the organization have compelling reasons to process your data? And weighs those reasons heavier than your privacy interest? Then the organization may continue to use your data, even if you have objected.

But in all other cases, the organization must immediately stop using your data.

Security

Perflexi takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. The Perflexi website uses a reliable SSL Certificate to ensure that your personal data does not fall into the wrong hands.

If you have the impression that your data is not secure or that there are indications of misuse, or if you would like more information about the security of personal data collected by Perflexi, please contact Perflexi via info@perflexi.com , www.perflexi.nl and www.perflexi.com are websites of Perflexi.

You can reach Perflexi at:

Adress: Hoofdstraat 190 a, 2171 BM Sassenheim
Postadres: Hoofdstraat 190 a, 2171 BM Sassenheim
Chamber of Commerce: 6023.4806
Phone number: +31 (0)252 745 138
E-mailadress: info@perflexi.nl
Persons of contact: Monique Eradus / Michael van Broekhoeven

If you suspect us from a data breach you can tip the Autoriteit Persoonsgegevens (Personal data Authorities)

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>