

Privacy statement (prospective) staff

ROC Ter AA processes your data. We believe it is important that we handle your data properly and carefully. Not only to comply with our obligations from the General Data Protection Regulation, but also because we deem the proper handling of your personal data of great importance. It is explained in this privacy statement how we handle your data. This privacy statement is applicable to all staff, regardless of the type of employment relationship the organisation has with you.

Why we process your data

As an organisation, we have a number of obligations towards you. To properly comply with those obligations, we need various data from you that we subsequently process. We conduct the processing of this data only, however, for the purposes related to your job. These purposes comprise:

- the implementation of the employment, secondment, temporary employment, payroll, or volunteer's contract or the trainee agreement and/or the assignment agreement
- the support for and evaluation of staff (performance management system)
- management of the (staff and payroll) administration
- to comply with legal obligations, including fiscal obligations
- the processing of a job selection procedure
- the making of payments
- determining the amount of the pension entitlement of members of staff, as well as advising regarding the amount of the pension entitlement and other pension-related activities
- the collection of information for policy purposes
- the exercise of audits
- the handling of disputes
- the conducting of investigations
- the maintaining of contacts with former staff and the forwarding of information to former staff

How we obtain the data

We obtain most data from you directly. In addition, certain data can be collected in another manner:

- during your activities over the course of your employment relationship
- from other parties, whereby we naturally observe the legal requirements. This may regard references, for example, publicly available information, and former employers.

If you refuse to provide the information we require, we may, depending on circumstances, not be able to fulfil our obligations towards you or legal obligations. That is why the refusal to provide the data may entail that we cannot enter into an employment relationship with you or that we are forced to terminate the employment relationship.

What data we process

The data we (may) process are:

- name, last name, and contact information
- date of birth and gender
- nationality and place of birth
- administration number
- BSN number (social security number)
- CoC number
- VAT number
- data with an eye on the payment of wages and other monetary sums (such as bonuses)
- data with an eye on the payment of social security contributions and/or taxes
- data with an eye on the calculation and payment of pensions and/or other benefits
- data concerning the nature and content of the (current) employment contract

- data regarding the training and/or courses followed and to be followed
- data with an eye on the presence of the staff members, such as absence in connection with leave or childbirth
- data that is included in the staff administration in the interest of the staff members with an eye on their employment conditions
- visual material, with or without sound
- other data, the processing of which is required by the law or that are necessary to be able to apply a legal arrangement

Upon own request and with your express consent we can also process other data of yours, such as medical data or data on religion or belief system. This may regard transmitting you suffer from epilepsy, for example. As a result, we are better prepared to act effectively in emergencies, for instance.

Grounds for the processing of data

We process your data to be able to fulfil our obligations from the agreement and to be able to comply with our legal obligations. We may also process your data in the following cases:

- you have granted permission. You can always withdraw the permission you granted by sending your request to privacy@roc-teraa.nl
- to protect your vital interest
- to be able to defend a legitimate interest
- to be able to carry out a task of public interest or of public authority

Who has access to the data

Not everyone has access to your data. Access will only be granted to the persons who need access for the purposes listed above or in the event the law requires such.

Retention terms

The General Data Protection Regulation establishes that your data may not be kept for any longer than is necessary for the purposes they were collected for. ROC Ter AA establishes based on the purpose for how long it is required to keep the data. A distinction is thereby made between the following categories:

- Administration staff/wages: the data is removed no later than two years after the employment relationship has ended, unless the data will be required afterwards as well in order to comply with a legal retention obligation.
- Fiscal payroll administration: the data is kept for seven years after the start of the financial year. The copy of the ID created for the payroll administration is kept for a maximum of five years following the end of the employment contract. The five-year term also applies to your request for the tax-exempt amount and the wage tax statement.
- Administration job applicants: the data is removed no later than four weeks after the job selection procedure has ended, unless you have granted permission to retain the data for a year following the termination of the job selection procedure. The data is also removed if you request us to do so.
- Administration benefits after dismissal: the data is removed no later than two years after your entitlement to benefits (in connection with the termination of your employment relationship), unless the data is also necessary after to comply with a legal retention obligation.
- Administration pension and anticipated retirement: the data is removed no later than two years after the entitlement to pension or benefits in connection with anticipated retirement has ended, unless the data is required after as well, in order to comply with a legal retention obligation.
- Administration absenteeism data: the data is removed no later than two years after the employment relationship has ended, unless ROC Ter AA bears an own risk for illness benefits ('Ziektewet'). In that case, the administration is kept for five years. If ROC Ter AA bears an

own risk for partial work incapacity legislation (WGA), the administration is kept for the duration of the WGA process, for up to a maximum of ten years.

Your rights

According to the General Data Protection Regulation, you have a number of rights that we would like you inform you of. It regards the following rights:

- the right to peruse your data
- the right to be forgotten
- the right to information
- the right to have your data transferred
- the right to modify the data of yours that are processed
- the right to have fewer data processed on you
- the right not to be subject to computerised individual decision-making/profiling
- the right to object against the processing of your data

In case you want to exercise your rights, you can submit a request to us. You can do so by sending an e-mail to privacy@roc-teraa.nl. We naturally do our very best to heed your request, but sometimes this is not possible. This may regard, for example, data we may not remove because we are legally obliged to retain the data longer.

We will provide information within two weeks and in any event within one month after receipt of your request regarding the response we will give to your request. This term can, if necessary, be extended by two months in case, for instance, we have received many requests at the same time or if the request is complex. Of course we will always keep you timely informed if such is the case.

Complaints and questions

In the event you hold we may possibly not observe the rules from the General Data Protection Regulation, you can submit a complaint to us by sending an e-mail to privacy@roc-teraa.nl. You also can send a message to this e-mail address if you do not agree with a decision or you wish to contact our data protection officer. In case you have a complaint about the data protection officer, you can address the executive board '*College van Bestuur*'.

If, following the processing of your complaint or request, you do not agree with the result, you can take recourse to the monitoring authority of '*Autoriteit Persoonsgegevens*'. You can find more information concerning on www.autoriteitpersoonsgegevens.nl.

If you encounter issues in the field of privacy legislation, you can enter a report in JAAP. Your report will be addressed there. In Jaap, you can also find the most frequent question and answers.

Modification of this privacy statement

In case we wish to modify this privacy statement, we will announce this at least one month in advance on our website. It is necessary, therefore, that you regularly visit the website, so you remain informed of how we handle your data and privacy.

Contact information

ROC Ter AA
Keizerin Marialaan 2
5702 NR HELMOND

Postal address:
Postbus 490
5700 AL HELMOND

Central phone number: 0492-507900
Website: www.roc-teraa.nl
E-mail: info@roc-teraa.nl

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Officer for data protection: Khadija Alouch
E-mail: privacy@roc-teraa.nl

Controller: College van Bestuur (executive board)