

Privacy Statement

Kobus Personeel & Organisatie B. V.

Kobus Personeel & Organisatie B. V., further called 'Kobus P&O' with its registered office and its business office at (2991 LN) Barendrecht, Kooplidenweg no. 20, is responsible for the processing of personal data as shown in this statement. Kobus P&O is committed to careful and safe handling of sensitive information. Kobus P&O has therefore drafted this privacy statement. Kobus P&O handles and protects the personal information entrusted to it extremely carefully. With this privacy statement Kobus P&O provides you with an insight into how we, in occurring situations, handle your personal information in accordance with the General Data Protection Regulation (GDPR).

Contact details

Website: <http://kobusbv.nl/>
Address: Kooplidenweg no. 20 (2991 LN) Barendrecht
Phone number: 0180 – 626 122
E-mail: contact@kobusbv.nl

When do we collect your personal data?

In the following cases we are allowed to store and process your data:

- If you have granted us permission for the processing of your personal data for one or more specific purposes;
- If the processing is necessary for the execution of a contract to which you are a party, or on request from you prior to the conclusion of an agreement to take measures;
- If processing is necessary in order to comply with a legal obligation on us;
- If the processing is necessary to protect your or others' vital interests;
- If the processing is necessary for the performance of a task of general interest or of a task in the framework of the exercise of public authority that is entrusted to us;
- If the processing is necessary for the protection of the legitimate interests of us or a third party, except when your interests or the fundamental rights and freedoms that call for the protection of your personal data, are more important than those interests.

Personal data that we process

Kobus P&O will process your personal data because you or your organization (the source of (personal) data) make use of our services and/or because you yourself, (has) provide(d) these to us, where such data are necessary for the entering into and execution of the agreement, or by your explicit consent will be processed (you can revoke your consent at any time), or is necessary to comply with legal obligations.

You are not required to provide all required information to us, however, not (completely) providing the requested personal information may have implications for the implementation of the agreement and services. Below you will find a summary of the personal information that we, depending on your specific situation, possibly, process:

- First name, middle name, last name;
- Curriculum vitae (CV), information about training, traineeships and work experience;
- Street name, house number, addition, post code, city;
- Phone number, e-mail address;
- Date of birth;
- Native language or spoken language;
- Health insurance;
- ID number, ID kind, expiry date ID proof, ID proof;
- Social security number, nationality, gender, birthplace;
- Bank details;
- Other than the above-mentioned data of which the processing is required pursuant to or necessary for the purposes of the application of the law.

Other personal data that we process

Our website and/or service does not intend to collect information about (website) visitors or those who are younger than 16 years. Unless they have the consent of parents or guardian. However, we cannot verify that a visitor is older than 16. We therefore encourage parents to be involved in the on-line activities of their children, so as to prevent data about children to be collected without parental consent. If you are convinced that we without this permission, collected personal information about a minor, then please contact us at contact@kobusbv.nl so we can delete this information.

For which purpose do we process personal data

Kobus P&O processes your personal data to grant you the services offered as well as possible for the following purposes:

- Placement service;
- Payroll administration;
- Personnel administration and management;

If we entered into a relation as employee or personnel/mediator with you, in compliance with laws and regulations, including but not limited to identification, employment legislation, tax and social security legislation, fraud prevention and national and international sanctions legislation. Kobus P&O also handles personal data if we are legally obliged, such as data that we need for our tax return.

Automated decision making

Kobus P&O does not take decisions on the basis of automated processing on matters that may have (considerable) impact on stakeholders.

How long we store personal data

Kobus P&O stores personal data not longer than is necessary for the purpose of the processing and in accordance with the statutory retention periods.

Sharing of personal data with third parties

Kobus P&O does not sell your data to third parties and provides these only if this is necessary for the execution of our agreement with other entities of Kobus P&O, its clients, subcontractors (for example, data processors) who on behalf of Kobus P&O provide services or carry out orders, suppliers, government agencies and other business relationships. With companies that process your data on our behalf, we enter into a processing agreement to ensure the same level of security and confidentiality of your data. We also share your personal data in all other cases in which we may be required to do so, for example, by a court order or a court ruling.

The provision of personal data is done on the basis of a legitimate interest, legal obligation and/or for the implementation of the agreement in accordance with the targets as mentioned before.

Your personal data may be passed on outside the Netherlands. Kobus P&O has taken all necessary measures to ensure that the communicated personal data will be adequately protected. With companies that process your data on our behalf, we enter into a processing agreement to ensure the same level of security and confidentiality of your data. Kobus P&O remains the controller for this processing.

Cookies, or similar techniques, that we use

Kobus P&O does not use cookies or similar techniques.

View, edit or remove data

You have the right to view your personal data, to correct them or to remove them. In addition you have the right to withdraw your permission for the processing of data or to object against the processing of data by Kobus P&O with the right of data transferability. This means that you can request the personal data that we hold of you in a computer file to be transferred to you or another company mentioned by you. You can send a request for inspection, correction, deletion, data transfer of your personal data or request for the withdrawal of your consent or objection to the processing of your personal data to contact@kobusbv.nl. For the treatment of your above request we in principle do not charge, unless your requests are excessive, manifestly unfounded or if you request additional copies with the right of access.

To ensure that the request for inspection is done by you, we will ask you to send a copy of your ID with the request. In this copy black out the passport photo, the MRZ (machine readable zone, the strip of numbers at the bottom of the passport), passport number and social security Number (SSN). This to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.

Questions, comments or complaints

Should you have any questions, comments or complaints on the protection of your personal data by Kobus P&O, than please contact us in writing or by e-mail at contact@kobusbv.nl or the postal address listed above. You can also reach us by phone at the phone number 0180 – 626 122

Kobus P&O also points out that you have the possibility to file a complaint with the national regulator, the Dutch Authority for Personal data. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

Kobus P&O takes the protection of your data seriously and will take appropriate measures to prevent misuse, loss, unauthorized access, unauthorized disclosure and unauthorized modification. If you have the impression that your data are not properly protected, or there is evidence of abuse or a (likely) data breach, please contact us via phone number 0180 – 626 122 or via contact@kobusbv.nl

Modifications

Kobus P&O reserves the right to modify or amend this privacy statement. None of the provisions of the privacy statement is intended to create any obligation, contract or agreement between Kobus P&O and a stakeholder.

Other provisions

For the provisions of this privacy statement, and all resulting disputes, the Dutch law is applicable.