

Privacy Policy

Gate Europe B.V.

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In this Privacy Policy we would like to provide you with information about how we handle your personal information provide to us voluntarily. Your personal data will be collected at Gate Europe B.V. processed very carefully with appropriate security measures in accordance with the legislation and regulations as included in the General Data Protection Regulation (GDPR).

This Privacy Policy was last published on 27-06-2018.

Why do we collect your personal data

Companies may only collect personal data if this has been done for a specific purpose and the processing can be justified on a legal basis mentioned in the GDPR.

We process your personal data for the following purposes:

1. To be able to comply with applicable laws and regulations;
2. To enter an employee / employer relationship with you and to have a good and relevant administration for this purpose;
3. To be able to assess your suitability and availability for a specific position and / or assignment;
4. In order to be able to place you with a client and to be able to fulfill the relevant assignment agreement and to be able to comply with it;
5. To offer you study programs or training opportunities and other (work related) services such as transport, accommodation and health insurance;
6. To assess whether you qualify for a (premium) discount and / or subsidy or if you are covered by a (premium) discount or subsidy scheme;
7. To meet our reintegration obligations and to comply with the government-imposed goal of helping people with a large (er) distance to the labor market to work;
8. To be able to inform you about our services, other activities and / or subject-specific information;
9. To be able to meet quality objectives such as certification;
10. For management purposes including management information, providing internal controls and operational safety and performing audits and auditing;
11. To allow you to access and use our closed web and portal environment and the intranet.

All these purposes can be traced back to the following legal grounds which are included in the GDPR:

- Necessary for the execution of an agreement;
- Necessary to comply with a statutory duty.

When we collect your personal data

We collect your data at different times.

- The moment you register with us at the office. At that moment, only the data that are necessary for recruitment and selection are stored;
- The moment you actually enter into an employment contract with us;
- The moment you visit our website and fill in or leave data there.

Which personal information do we collect?

The personal data we collect are the data that are necessary for our services. Without this information we cannot carry out our work as a temporary employment agency.

We collect the following data:

- Name and address details, e-mail address and other contact details;
 - Date of birth, gender and marital status;
1. Date related to personnel, salary and absenteeism registration;
 2. Data related to identification;
 3. Diplomas and certificates;
 4. We do not process special personal data such as religion, race, sexual orientation etc. unless you have explicitly given permission for this.
 5. The data we process are necessary for us to properly implement the employment that we have with you. If you don't provide all information that we request, we can't properly perform the employment and we will not enter into an employment with you.

Data contact form

When you contact us via the contact form or via e-mail, the data will only be stored for the purposes for which you approached us and the processing thereof.

With whom do we share your personal data

Your personal data is only shared with parties that have a legitimate interest to inspect your data, have a legal obligation to inspect or are important for the execution of the employment contract. Even then, only those data are shared which are strictly necessary.

Parties to which we share information are our clients, data processors such as the software supplier of our payroll software, government agencies and audit institutions. There may also be situations in which we are required to provide data such as a court order or judgment.

Your data will not be shared with parties from outside the European Union.

How long do we keep your data

How long we save your data depends on the legal terms that are set for this. If you have only registered with Gate Europe B.V. but never worked for us, your data will be removed from our system within 4 weeks. If you have performed work for us, we are legally obliged to retain part of your data for 5 to 7 years for claims, audits and tax obligations. The data that are not necessary for this will be published 2 years after your employment with Gate Europe B.V. deleted.

Your rights

The GDPR contains a number of rights that you can use as a data subject.

These are the following rights:

- The right to data portability. This means that you can require us to transfer your (digital) data to another organization.
- The right to forgetfulness. You can require us to delete all your data. However, this is only possible if we no longer need your data for the purposes for which we have collected your data.
- The right to inspect. You have the right to see what data we process about you.
- The right to rectification and supplementation. You may require us to amend and / or supplement information that we process about you and that are not correct.
- The right to limit the processing. If we process data from you which are not correct, are not necessary or we no longer need the data, you can ask us if we stop processing.
- The right with regard to automated decision-making and profiling. If we make use of automated decision-making, you may require us to take a look at the decision taken with a human eye. At Gate Europe B.V. no use is made of automated decision making or profiling.
- The right to object to data processing. If we process data on the basis of a general or legitimate interest, you may object to the processing of your data. However, it may be that the interest on the basis of which we process your data outweighs your interest

If you have given us specific permission to process certain personal data, you are permitted to withdraw this permission.

If you wish to appeal to one of the above rights or if you have a complaint about how we handle your personal data, you should contact us via the following e-mail address: privacy@gate-europe.nl

We will contact you as a result of your e-mail. We strive to carry out your request within 1 month, unless it is a complex request. Then we apply a lead time of 3 months. We will inform you of this within 1 month.

If you are not satisfied with how we handle your personal data, you can always file a complaint with the Dutch Data Protection Authority. Their telephone number and a complaint form can be found on their website via the 'Tip us' button on the AP homepage.

Security

At Gate Europe B.V. we do everything to protect and protect your personal data as well as possible. To this end, we have taken various measures of an organizational, physical, administrative and technical nature. You should think that if you want to request certain information from yourself we can ask you to identify yourself at our office before we provide the data. Not all staff of Gate Europe B.V. access to all data and information, only the authorized persons. We are also always working with our software suppliers to further and further develop the security of our systems.