

Djops Uitzendgroep collects and processes personal data that is necessary for the provision of our services. For the major part of this data, we have a statutory obligation to collect and process it.

Collecting registration details

The moment you contact us, we will immediately collect some data of you. When you register with us, we process the data included in the registration form into our system. In addition, we also process:

- work experience and curriculum vitae (cv);
- data on your availability;
- data on your mobility, such as whether you have your own transport and what driving licences you have;
- other data that has an added value for us when assessing what job or company suits you best.

Other data that is collected when you start working for Djops

The moment you start working for us or are working for us, we will process some additional data:

- additional personal data such as nationality, Citizen Service Number (Dutch BSN), ID card/passport, and any work permit for persons from outside the European Economic Area;
- data required for the implementation of a correct payroll administration;
- payment details by means of a copy of your bank card;
- other information, such as leave registration and absenteeism registration;
- if necessary for the job you will be doing and/or the company you will be working for, special personal data may also be processed. This concerns, for example, a certificate of good conduct or a medical examination. If this is the case, we will inform you accordingly.

Your data is processed in order to be able to:

- match you when looking for candidates for a vacancy that fits in with your expectations, requirements and capacities as closely as possible;
- assess whether you could be an eligible candidate for a vacancy within our organisation or with one of our clients;
- realise a proper implementation of the payroll administration, such as processing your payslips and paying your salary, but also making payments to the tax authorities, pension fund and others;
- comply with our obligations in the performance of an agreement as being an employment agreement with you or an agreement for services in the case of an independent contractor;
- maintain contact with you about your availability, scheduling and offering of work and other work-related matters;
- facilitate the use of lease cars and any reimbursement of fuel costs or payment of a travel allowance, and to process any traffic-related fines;
- conduct surveys on the satisfaction with and/or service provision of our organisation;
- provide you with proper counselling in the event of absenteeism and work on any rehabilitation and the associated follow-up;
- provide our organisation with management information for the purpose of optimising and improving our business operations and, as a result, our services and business.

To whom we provide your data

In order to offer our services to you, we will disclose your details to our internal employees. We assure you that those employees will only have access to your data if this is important for their work and at the same time for the provision of our services to you or the performance of an agreement.

When acting as an intermediary in finding work, we will share your data with relevant clients and/or companies of which we think that you will be of added value for them. We limit this as much as possible to the minimum or statutory requirement(s).

If you work for our organisation or on our instructions with one of our clients, we have statutory obligations with regard to the performance of the agreement and the implementation of the payroll administration.

We will therefore provide your data to the following organisations or governments: tax authorities, pension funds, and, if applicable, attaching parties.

In the event of absenteeism and absenteeism counselling, an occupational health and safety service will be engaged and, where applicable, also an occupational health and safety physician. In view of the statutory obligation to provide follow-up and counselling, we will provide that data of you that is relevant to this follow-up and counselling. If necessary, we will also forward your data to the Employee Insurance Agency UWV, for example when you leave the employment during sickness absence.

How long we retain your data

We will retain your data for as long as you want to use our services. Pursuant to laws and regulations, we also have an obligation to retain data, including for providing (burden of) proof and/or with regard to any claims that may relate to the present or the past.

Contact details

If you have any questions, comments and/or complaints about the privacy statement or about exercising any of your rights, you can always talk to your contact person within Djops. In addition, you can also contact us via email: info@djops.nl.

Read, understood, and agreed

Date

Place

Signature