

Privacy Statement

Assets Only | 2022

Introduction

If you choose to voluntarily provide us with information, we will use that information in accordance with our Privacy Policy. The personal data is treated and secured with the greatest possible care, in accordance with the requirements of the General Data Protection Regulation (AVG) or General Data Protection Regulation (GDPR) to this. This Privacy statement describes which information is collected by Assets Only and for what purpose.

When do we collect your personal data

We collect your data from the moment you enter or leave your data on our website, register at our office or register in any other way or are registered to use our services. We may also collect information from you if you have posted it on public resources that could indicate that you would be interested in employment-related services. In that case, we will contact you if you are interested in registering with us in accordance with our terms and conditions and with due observance of this Privacy Statement. If you are not interested, we can process relevant data from you in order to be able to honor your wish not to be approached by us.

Why do we collect your personal data

We collect and process your data for the performance of our HR services, including mediation, temporary employment, secondment, payroll, recruitment & selection, personal development and employability, salary administration and personnel management.

More specifically, your personal data is processed to:

1. to be able to make offers and/or provide you with information about the services and other activities and to be able to better tailor them to your wishes and qualities, this is done by our employees and partly automated (for example with a vacancy alert)
2. you for commercial offers, newsletters and promotions that may be of interest to you, only if you have registered for this (opt-in)
3. your suitability and availability in connection with mediation for permanent or temporary work or an assignment, whereby use can also be made of test results, reference checks, social media (if this is relevant for the position and is indicated in the vacancy text), etc.
4. an employee or personnel/mediation relationship with you and to carry out the relevant administration for this purpose
5. our reintegration obligations and comply with (the government-imposed purpose) of helping people with a great(er) distance to the labor market to find work
6. an assignment with the client in an agreement with the client and to maintain and fulfill the agreement with the client
7. to process data on behalf of our clients in the context of a pre-employment screening
8. to promote your personal development and employability, including training, education and testing
9. for management purposes including management information, providing internal controls and business security and conducting audits and auditing
10. quality purposes such as certification
11. subsidies, premium discounts, etc.
12. if we have entered into an employee or personnel/mediation relationship with you, for legal and regulatory compliance, including but not limited to identification, labor law, tax and social security law, anti-fraud and national and international sanctions laws

What personal data do we collect from you

We process the personal data that is necessary for our services; part of this data is required to be able to use our services. Additional information may be desirable in order to better tailor the service to your wishes and qualities or to meet more specific questions or obligations from clients. You are solely responsible for the accuracy and relevance of the information you provide.

More specifically, this concerns - among others - the following (documents with) personal data:

Register yourself at Assets Only:

- Name and address details, e-mail address and other contact details
- Birth data, age, gender
- Curriculum Vitae (CV), information about education, internships and work experience
- Information about training and education that you have followed
- Information about tests that you have done yourself or through us
- Availability and leave data
- Other information that is (or may be) important in the context of assessing the suitability of the candidate, for example references and certificates
- Passport photo and video (introduction) - on a voluntary basis

Are you going to work/are you working or have you worked at Assets Only:

- Nationality, citizen service number, ID, work permit
- Other data related to the personnel, salary and absenteeism registration
- In addition, we sometimes process data on behalf of our clients in the context of a pre-employment screening

Assets Only only records special personal data if this is necessary to comply with its legal obligations, insofar as permission has been given, or if this is otherwise permitted by or pursuant to the law. By 'special personal data' is meant data about race, religion or belief, political opinion, health, sexual life, trade union membership, criminal personal data and/or personal data about unlawful or objectionable behaviour.

Who can we share your personal data with

Assets Only can pass on your personal data to its clients, subcontractors (for example data processors) who provide services or carry out assignments on its behalf, suppliers, government agencies and other business relations. And in all other cases where we can be obliged to do so, for example by a court order or a court order. The provision of personal data takes place on the basis of a legitimate interest, legal obligation and/or for the execution of the agreement in accordance with the purposes as stated under "Why do we collect your personal data?".

How long do we keep your personal data

The retention periods we use depend on the applicable legal retention periods.

Candidates (you have not yet worked for Assets Only)

Your mediation details (CV, work experience, education, test results, etc.) are available up to two years after the last contact if you have not worked for Assets Only. You will receive a message from us one year after the last contact and two years after the last contact that you are registered with us.

If you no longer wish to be mediated, you can unsubscribe by sending an email to info@assetsonly.com. You will no longer be approached and mediated by Assets Only. Your personal data is still available for 3 calendar months in a protected environment (at Recruitment & Selection this period is 24 months in connection with claim risks). In this protected environment, your data is only available to Assets Only under strict conditions in accordance

with the goals and deadlines set for this. After the aforementioned periods have expired, your data will be permanently deleted.

Candidates (you work/have worked for Assets Only)

Your personal data is available up to two years after the end of employment. Certain personal data are for the benefit of, for example, claims, audits and tax obligations longer available for Assets Only.

If you no longer wish to be mediated, you can indicate this at Assets Only. You will no longer be approached and mediated by Assets Only. In that case, your personal data will be archived in a protected environment after two years. Your personal data will then only be available to Assets Only under strict conditions in accordance with the applicable goals and periods.

Personal data of business relations

By business relationships we mean: contact details of employees of clients, suppliers, sellers, references and any other organization with which we maintain a business relationship.

Assets Only processes the personal data of data subjects who work for companies with which we do business (1) to make offers for and/or provide information about the services and other activities and (2) to maintain a business relationship and (3) to conclude and maintain a contract for services.

We process, among other things, the following personal data of business relations:

- names, contact details and positions of contacts.

Assets Only can pass on the personal data obtained from its business relations if this is necessary to achieve the objectives of the business relation or for the purpose of mediation. This data may be passed on to job applicants or candidates, business partners and subcontractors (e.g. data processors) who provide services on its behalf, and in all other cases where Assets Only may be obliged to do so, for example by a court order or court order.

Your rights: access and/or change data

You have the right to inspect and change the personal data registered about you. You can contact your contact person at Assets Only for this.

Security

Assets Only makes every effort to optimally protect your personal data against unauthorized use. We do this on the basis of physical, administrative, organizational and technical measures. For example: only authorized persons have access to the data. If and insofar as data is provided to data processors who provide services or carry out assignments on its behalf, Assets Only has agreed with them that they also optimally protect the personal data.

Technical information and cookies

In general, our website can be visited without your personal data being passed on to us. Like many other websites, this website automatically collects certain non-identifiable information about the users of the website, such as, for example, the Internet Protocol (IP) address of your computer, the IP address of your Internet Service Provider, date and time of access to the website, the internet address of the website from which you linked directly to our website, the operating system you use, the parts of the website you visit, the pages of the website you visited and the information you viewed, device type information what you use to visit the site, the geolocation where you are and the material you submit or download from the website. This technical information is used for the administration of the website and system administrator, and to improve the website and its use. This technical data may be passed on to third parties and may be stored permanently for future use.

Assets Only uses cookies and web statistics . We do this to see how visitors use our website. This information helps us to improve the site. A cookie is a file that is stored on your computer. These cookies can be recognized during a subsequent visit to our website.

Questions, comments or complaints

If you have any questions, comments or complaints about the protection of your personal data by Assets Only, you can contact us in writing or by e-mail at info@assetonly.com

Amendments

Assets Only may make changes, additions or amendments to its Privacy Statement from time to time for a variety of reasons . The most current Privacy Statement can be viewed at all times on the Assets Only website.