



# PRIVACY STATEMENT

## Personnel and Payrollers administration

Form  
Version May 2018

**Company address** : Euro-Mit Staal B.V.  
**Registered address** : Duitslandweg 7, 4389 PJ Rittthem, The Netherlands  
**Mail address** : P.O. Box 535, 4380 AM Vlissingen, The Netherlands  
**Represented by** : Mr. P.C.J. de Graaff, General Manager  
**Telephone** : +31118 422500  
**Email** : info@euro-mit-staal.com

### Collection and use of personal data belonging to job applicants, temporary employees/payroll employees, trainees and employees

EURO-MIT STAAL B.V. (EMS) would like to draw your attention to the fact that EMS will collect and use the personal data you provide to us because this is necessary for following the selection procedure or to (possibly) conclude with you and perform an employment contract / traineeship agreement / temporary employment contract. In addition, certain personal data are required for compliance with and implementation of the provisions of the CLA that applies to us. EMS also collects and uses your personal data to be able to comply with certain statutory obligations. These statutory obligations are related for example to the determination and payability of taxes and employee contributions.

This necessity means that you are obliged to provide to EMS the personal data required for this purpose. If you do not provide EMS with personal data or provide EMS with insufficient personal data, EMS may not be able to go through a selection procedure with you, (possibly) conclude and implement an employment contract / traineeship agreement / temporary employment contract with you or comply with our statutory obligations.

If you are an employee, a payroll employee or a trainee, EMS will use your data for drawing up, performing and terminating the employment contract or the traineeship agreement or the employment relationship. This includes among other things:

- a) the handling by human resources;
- b) determination and payment of salary, allowances and other amounts; and
- c) determination and payment of any taxes, contributions and other tax obligations for your benefit as an employee or trainee.

If you are a job applicant, EMS will use your personal data to be able to communicate with you about the progress of the selection procedure, the assessment of your suitability for a position that is or may become vacant and the possible settlement of the expenses incurred by you.

If you are a temporary worker, EMS will use the data we obtain from the temporary employment agency for the assessment of your suitability for a position that is or may become vacant and for the performance of the temporary employment contract.

### **Transfer to third parties**

It is possible that EMS transfers your personal data to other parties. These other parties may be government bodies, but also parties that carry out activities on our instructions or parties to which we are obliged to provide data in connection with the (performance of the) employment contract. It concerns the following parties:

- the Tax and Customs Administration;
- the Employee Insurance Agency (UWV);
- our occupational health and safety service/company doctor;
- the Social Affairs and Employment Inspectorate;
- the Pension Fund;
- the lease company;
- the sick leave insurer;
- our bankers
- our accountant/bookkeeper/payroll administrator;

The provision of your personal data to another party is sometimes necessary in order to be able to comply with the law, as is the case when transferring to the Tax and Customs Administration, UWV,



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the occupational health and safety service/company doctor, the (mandatory) Pension Fund and the Social Affairs and Employment Inspectorate.

In other cases, transfer is necessary to be able to perform the employment contract with you, in the case of transfer to the lease company, for example. EMS has a legitimate interest in transferring your data to our sick leave insurer, namely that this allows us to claim insurance benefits.

There are also parties that carry out activities on EMS' instructions, such as the accountant/bookkeeper/payroll administrator. EMS has a legitimate interest in transferring your data in this manner. These activities have been outsourced (inter alia) in connection with the knowledge and expertise held by our accountant/bookkeeper/payroll administrator. The accountant/bookkeeper/payroll administrator requires your personal data in order to be able to perform the employment contract concluded with you.

EMS furthermore may make use of external server space for the storage of (parts of) our personnel and payroll administration, which includes your personal data. Your personal data are therefore provided to our service provider. We also use Microsoft Office and the related storage facilities for e-mails and other files. EMS has a legitimate interest in these two instances of transferring because we wish to store and process these data digitally and outsourcing this provides several benefits.

### **Retention period personal data**

EMS will delete your application data at most 4 weeks after the selection procedure has ended, unless you grant us your approval to retain your data for a period of at most 1 year.

The personal data from the payroll records that are relevant for tax purposes will be kept by EMS for a period of 7 years after you have left employment. This retention period is related to a statutory obligation that applies to us. EMS will retain payroll tax statements and a copy of your identity document for a period of 5 years after the end of your employment. This retention period is also related to a statutory obligation that applies to EMS.

As regards other data from the personnel or payroll records, EMS applies a retention period of at most 2 years after your employment has ended, unless it becomes clear that we require certain personal data in order to be able to comply with a statutory (retention) obligation or in case of a conflict in the workplace or legal proceedings. 'Other data from the personnel or payroll records' include employment contracts, reports of assessment and performance interviews, correspondence regarding appointment, promotion, demotion and dismissal, references and administrative absence data.

### **Your rights**

You have the right to request to inspect your own personal data. If there is reason to do so, you may also request EMS to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to EMS. If you are of the opinion that EMS does not handle your personal data correctly, you have the right to submit a complaint in respect thereof to the organisation that monitors compliance with the privacy rules, which is the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party.

You cannot exercise the rights referred to above in all circumstances. You cannot object or request deletion if EMS requires your personal data to comply with the law for example.

In order to be able to exercise your rights, you can apply to:

EUO-MIT STAAL B.V., HR dept., P.O. box 535, 4380 AM Vlissingen, The Netherlands

Telephone +31118 422500, e-mail [gdpr@euro-mit-staal.com](mailto:gdpr@euro-mit-staal.com) .

Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.

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