



## Privacy statement for employees and applicants of The Dylan Amsterdam

### Introduction

As an organization, we want to meet the requirements of the “Algemene Verordening Gegevensbescherming” (AVG). Furthermore, we think it is important to give you, as a candidate or employee information about:

- the personal data we process of you;
- the way we do that;
- the provision of data to others inside or outside Europe;
- for how long we reserve your data and;
- how we protect this data

In addition, we want to inform you about your rights via this privacy statement. Finally, we would like to let you know who you can go to with regards to questions, requests or complaints. We ask you to read through this information carefully.

**Personal data** is any information about an identified or identifiable natural person. For you, this means that the information is directly about your or that the information can be traced back to you. This can for example be about your name, data of birth. However, your employee number, business e-mail address or business telephone number are personal data as well.

The **processing of personal data** concerns all actions that we can carry out with regards to your personal data, from gathering up to and including destruction. Therefore, this is a very broad understanding.

Actions which are included in anyway are: collecting, recording, organizing, storing, updating, modifying, retrieving, consulting, using, forwarding, distributing, making available, bringing together, interrelate, shielding, erasing and destroying of data.

### Grounds on which we are allowed to process your data according to the law

We process your data for one or more of the following reasons. These are mentioned in the law:

- the data is necessary to be able to decide whether we want to enter into an employment contract with you;
- the data is required for the conclusion and / or execution of the employment contract;
- the data is necessary for us to comply with a legal obligation (for example, the correct payment of taxes and premiums or the identification obligation);
- the data is needed because we have a legitimate interest in this as an organization (for example, consider the situation in which a legal procedure is involved or threatens and we must be able to respond) or;



- a situation of vital importance (for example in an emergency situation, such as an accident or a condition where acute care is needed for you). In that case, it is necessary for us to have access to your personal data to, for example, administer medicines (for example, health information in the event of a severe allergy, epilepsy or diabetes), to be able to arrange help or to inform others (such as your family members);
- we have your clear and unambiguous consent to certain actions.

### **Obligation to provide data**

You are obliged to provide us with the requested information if it is necessary for us to process this data in order to enter into, for example, an employment contract, to execute it and/or to comply with a legal obligation. You can think of information that is required to be able to register for a pension scheme, collective insurance or lease scheme. In those cases, you cannot refuse to provide the data. If you do refuse, it could mean that we do not hire you or you cannot use certain facilities.

### **The data we process of you**

We only process the following **data** of you:

#### ***Applicants***

- your name, first names, initials, possible title, gender, date of birth, address, zip code, place of residence, telephone number and other information that we need to be able to communicate with you, such as your e-mail address;
- data as referred to under the first bullet, of the parents, guardians or caretakers of you if you are under-age;
- information about education, courses and internships followed by you and to be followed;
- information about the position you are applying for;
- information regarding the nature and content of your current job, and details about the termination of that current job;
- information about the nature and content of the previous jobs you have had and about the termination of those jobs;
- other data with a view on the fulfillment of the function, which have been provided by you or which are known to you;
- other data necessary for the implementation or application of a law.

The processing of the data mentioned above is only for one or more of the following **purposes**:

- the assessment of your capability for a position that is or may become available;
- internal control and company security;
- the implementation or application of a law.



## **Employees**

We only process the following **information** of you in the **personnel administration**:

- your name, first names, initials, possible title, gender, date of birth, address, zip code, place of residence, telephone number and other information we need to communicate with you, such as your e-mail address;
- your bank account number;
- an administration number containing no information other than referred to under the first bullet point;
- your nationality and place of birth;
- data as referred to under the first bullet point, of your parents, guardians or caretakers if you are under age;
- information about education, courses and internships followed by you and to be followed;
- information about your position or your former job (s) and information about the nature, content and termination of your employment contract;
- information with a view on the administration of your presence at the place where the work is performed;
- data with a view to the administration of your absence in connection with leave, reduction of working hours, childbirth or illness, with the exception of data on the nature of the illness;
- information which is included with your interest in mind with a view on the working conditions;
- data which is necessary with a view on an agreed employment condition. It may also include (when relevant) data about your family members and former family members;
- data for the purpose of (organizing) the personnel assessment and the career counseling, to the extent that these details are known to you;
- data which is necessary for the implementation or application of a law.

The processing of the data above is only for one or more of the following **purposes**:

- giving guidance to your work activities;
- taking care of personnel affairs;
- the establishment and payment of your salary;
- arranging claims for benefits in connection with the termination of your employment contract;
- your education;
- the company medical care that applies to you;
- the election of the members of a work council or staff representation;
- internal control and company security;
- the implementation of the terms of employment which are applicable to you;
- drawing up a list of data on employee birthdays and other celebrations and events;



- granting of dismissal;
- the collection of claims. This includes handing over a claim as well, for example, a collection agency or a debt collector;
- handling disputes and having an audit performed;
- the implementation or application of another law.

We only process the following **information** from you in the **payroll administration**:

- your name, first names, initials, any title, gender, date of birth, address, postcode, place of residence, telephone number and similar data required for communication, and your bank account number;
- an administration number that does not contain any other information than intended by the previous bullet;
- your nationality and place of birth;
- data as referred to under the first bullet, of your parents, guardians or guardians if you are under age;
- data with a view on calculating, establishing and paying your salary, allowances and other sums of money and rewards to you or for you;
- data with a view on calculating, establishing and paying taxes and premiums for you;
- data which is necessary with a view on the work conditions which are applicable to you. It may also include (to the extent of relevance) data relating to your family members and former family members;
- data with a view on the administration of your absence in connection with leave;
- data necessary for the implementation or application of a law.

Processing the data above is only for one or more of the following **purposes**:

- calculating, recording and paying your salary, allowances and other sums of money and rewards in kind to you or for you;
- calculating, recording and paying taxes and premiums for you;
- work conditions which are applicable to you;
- the personnel administration;
- arranging claims for benefits in connection with the end of your employment contract;
- granting of dismissal;
- collecting receivables, including placing claims in the hands of third parties;
- the handling of disputes and the exercise of auditing;
- the implementation or application of another law.

#### **Transmission of your personal data**

In principle, we only use your personal data for ourselves (our own business operations) in the context of the job application process and the (implementation of) the employment contract. We only use this



information for the purposes for which this data was obtained by us. In some cases it may be necessary to pass on your details to others, such as to a party that processes data on our behalf. A few examples:

- salary processing: data is provided to our payroll processor;
- health and safety service provider: illness and reintegration data is provided to the absenteeism coordinator, company doctor and/or UWV;
- a wage bill: data is provided to the debt collector;
- registration of BHV officers; data is provided to our safety company for the registration and timely training of (certified) emergency response personnel (BHV).

With parties that process personal data on our behalf (the so-called 'processors'), we conclude processing agreements (if necessary). We do this for the reason that when we provide data to them, it is, among other things, well established that they protect the data properly as well and they must report us timely in case of a (presumption of a) data breach.

### **The storage of your personal data**

When storing personal data, our basic principle is that we do not store data longer as necessary with the purpose for which we processed it. Provided there are, we observe the statutory retention periods. Data may be retained by us longer than we have a legitimate interest in (for example, when legal proceedings occur or have been announced and we are obliged to defend ourselves).

### **Securement of your personal data**

The securement of your personal data is properly regulated by physical, administrative, organizational and technical measures. For that reason, we have an appropriate level of protection. We update this periodically as well, whenever necessary.

### **Your rights**

You have the right based upon the AVG, with regards to the personal data we process of you, to ask for:

- access to your data, such as your personnel file (with the exception of any personal notes from your supervisors and others);
- a copy of your data (with the exception of personal notes from your supervisor(s) or others within our organization);
- receive information about the processing of your data (this privacy statement applies for this as well, however, you may have questions which are not answered);
- to have information corrected that is actually incorrect (please note: you cannot have a performance or assessment report corrected if you disagree with it, however, you can in that case draw up a statement which you can add to your personnel file);
- complete incomplete information if necessary for the purpose for which the data is processed;
- in certain cases to have your data deleted (please note: we do not have to comply with this if we have a legitimate interest in storing your data (longer), when this is necessary in



- connection with the execution of your data). Employment contract or to comply with a legal obligation or on the basis of another reason stated in the law;
- in certain cases to "limit" the data we process for you (please note: we strive to collect as little data as possible (data minimization));
  - in certain cases to object to the use of your data;
  - if you have given permission for the use of your data (such as for the use of your photo on a who-is-who page or on our website), to revoke that permission. The withdrawal then applies to future use of your data;
  - if you supplied the data yourself or if data was created by you (for example based on your use of our HR system) and you have given permission for this or the data is necessary for the execution of the agreement, and if the data is digitally processed: to get your data in a standard format and, if that is technically possible, transfer this data to another party in this way;
  - submit a complaint to the competent organization that monitors compliance with the privacy legislation in the Netherlands. In the Netherlands, this is the "Autoriteit Persoonsgegevens" (AP) in The Hague. We appreciate, in this case, if you contact us first to see if we can solve your complaint.

If you wish to appeal to your rights, you can contact the contact person mentioned in this privacy statement. If we have valid reason to refuse your request, we will explain why this is the case.

### **Person of contact**

With regards to questions, requests or complaints about the processing of your personal data, you are able to contact:

Brian Verrijp  
Human Resources Manager  
020 - 530 2010  
bverrijp@dylanamsterdam.com

### **Date and adjustments of the privacy statement**

We reserve the right to amend this privacy statement. If it concerns an important change we will inform you of this.

This privacy statement is of July 28, 2021.