

# Privacy statement HFMTalentindex

## Because HFMTalentindex cares about your privacy

### Summary

- This is the privacy statement of Hofkes Frölke Meekel Organisatiepsychologen B.V. ("HFMTalentindex") in its capacity as (potential) employer. In this statement, we want to give you, as a(n) (potential) HFMTalentindex employee, more insight in the data that HFMTalentindex processes, the purposes for which we process them and the way in which they are processed;
- For questions or complaints about how HFMTalentindex acts with your personal data, you can contact the Data Protection Officer:
  - Via e-mail: [privacy@hfm.nl](mailto:privacy@hfm.nl);
  - Via telephone: +31 85 401 50 58;
  - By post: Postbus 1775, 1000 BT Amsterdam;
- HFMTalentindex respects the privacy of all data subjects and ensures that the personal information you provide is treated confidentially.

## What data do we process and for what purpose

### When you apply for a job with us

#### Personal information

*Such as CV, motivation letter, name, email address, gender.*

The personal data are necessary to get in touch with you and to make a decision in the first step of the application procedure.

If you are invited to make an online assessment via our online application ("HFMTalentindex application") we will use your name, email address and gender to create a personal account with which you can log in. Your name and gender are also used to personalise your report(s).

#### Answers and scores on online questionnaires

Depending on the job you are applying for, we will ask you to complete a number of online questionnaires. Based on your answers, a number of reports(s) will be made available. You will always receive a copy of the report(s).

We use the report(s) to get a good picture of your work qualities and, in some cases, the qualities of the team you are part of. We can, for example, deduce from your answers and scores

- the strength of your analysing abilities, compared to people who have the same type of education as you;
- how likely it is that you will easily develop certain work competencies;
- what kind of activities will give you energy, if you come to work with us.

We need this type of information (in addition to your CV, the interviews we will conduct with you, etc.) in order to arrive at the best possible decision in the selection procedure.

## When you are employed by us

### Personal information

*Such as name, address, social security number, certificate of conduct, copy diploma, copy passport.*

The personal data are required to comply with laws and regulations. For example payroll and ISO 27001 requirements.

### Answers and scores on online questionnaires

If you work with us, we use the data to work together on your personal development. Because we believe that insight into your own strengths and development points is necessary to be able to develop, if you feel that your answers do not adequately reflect who you are and what you are good at, you can always retake any questionnaire. You can also always indicate that you want results of questionnaires to be deleted. The results of the questionnaires will never be used to show that you can not do something and therefore are not / no longer qualified for your work.

## On which legal basis do we process your data

### When you apply for a job with us

The processing of your personal data is necessary to assess your suitability for the vacant position, because a wrong selection decision has a lot of adverse consequences for us as an organisation as well as for you as a potential employee. Based on years of experience and our background in organisational psychology, we believe that the additional information obtained from the online questionnaires is crucial in order to arrive at a good selection decision. Of course this information is always supplemented with information from your CV, possible motivation letter and the interviews we conduct with you. We therefore see it as our legitimate interest to process these data.

### When you are employed by us

The processing of most personal data is necessary to execute our employment contract. In addition, there is a legal obligation for some data (for example, the Wage Tax Act).

For the answers and scores on online questionnaires, just as in the case of applicants, we process them on the basis of our legitimate interest. In order to ensure that you can perform optimally at HFMtalentindex and get satisfaction from your work, we would like to periodically give you the opportunity to map your work performance, both by yourself and by the people you work with. We believe that this information gives you important input for your personal development.

## How long do we keep your data

### When you apply for a job with us

If you or we decide not to enter into a contract of employment with each other, we will destroy all collected data 4 weeks after that decision.

If you submit an open application, we will keep your data – with your express permission – for 1 year. If no suitable vacancy comes up within that time, we will destroy the data.

### *Anonymous data*

For your account within the HFMtalentindex application, your data will be rendered anonymous. As a result, it is no longer possible to deduce that this information has ever been yours, but it is still possible to carry out research at group level into the people who filled in the online questionnaires. Anonymous data are retained within the application. Because we consider it important to take all possible care, you may also inform us in advance that you do not want us to keep any anonymised data of you. You can not state this afterwards, because once the data have been anonymised we will no longer be able to find out which data related to you.

If we decide to enter into an employment contract with each other, all collected data will be included in your personnel file.

## **When you are employed by us**

The data in your personnel file (both internally and your account within the HFMtalentindex application) will be retained for as long as you are employed.

If you leave the organisation, the data will be kept in your internal personnel file as long as we are legally obliged to do so. For example, we must keep the payroll administration for at least 7 years after you have left the organisation. As soon as there is no legal obligation to keep your data, we will destroy them.

### *Anonymous data*

If you leave the organisation, your account within the HFMtalentindex application will be rendered anonymous after 6 weeks. As a result, it is no longer possible to deduce that this information has ever been yours, but it is still possible to conduct research at group level on our (former) (potential) employees. Anonymous data are retained within the application. Because we consider it important to take all possible care, you may also inform us in advance that you do not want us to keep any anonymised data of you. You can not state this afterwards, because once the data has been anonymised we will no longer be able to find out which data related to you.

## **Sharing data with third parties**

HFMtalentindex will share personal data with third parties in the following cases:

- With our processor SENTIA B.V., to carry out the part of the service assigned to them (hosting). We have an agreement with SENTIA which states that they (a) will never pass on your data to third parties and (b) will not have access to your data unless this is necessary to resolve technical problems;
- With the recruiter who handles your application;
- With our processor Zwitserleven, to carry out the pension plan;
- With our processor Meijers Assurantiën, as intermediary for insurances and the pension plan;
- With our processor Baker Tilly Berk, to carry out the payroll administration;
- With our processor mkbasics.nl, to carry out the absenteeism guidance;
- If this is required within the applicable laws and regulations.

## **Security**

HFMtalentindex is ISO 27001 certified. This means that you can be assured that appropriate security measures have been taken within the HFMtalentindex application against unauthorised access, adaptation, disclosure or destruction of data. This includes internal audits of our policies and security measures regarding the collection, storage and processing of data, as well as physical security measures to protect against unauthorised access to systems on which we store personal data.

## Your privacy rights

HFMtalentindex makes every effort when you ask for it:

- a) to **inform** you about the personal data that HFMtalentindex processes from you;
- b) to give you **access** to the personal data that HFMtalentindex processes from you;
- c) to **correct** the personal data that HFMtalentindex processes from you if it is not correct;
- d) to **delete** all or part of your personal data;
- e) to **limit** the processing of your personal data because:
  - a) the personal data are inaccurate;
  - b) the processing is unlawful;
  - c) the personal data are no longer necessary for the purpose for which they were collected;
  - d) you object to the processing.
- f) to **stop processing** because you object to the processing.

HFMtalentindex is not legally obliged to comply with every request. HFMtalentindex may refuse your request if:

- a) HFMtalentindex has the right to continue processing;
- b) you unreasonably repeat the request;
- c) the handling of the request requires excessive technical efforts;
- d) the privacy of others would be jeopardised;
- e) your request is impracticable in practical terms.

### *Handling request*

If HFMtalentindex receives such a request from you, HFMtalentindex will ask you to identify yourself before we answer and handle the request. This is to prevent your data being made available or being changed by someone else, pretending to be you.

HFMtalentindex will reply to your request within 4 weeks of receiving it. This term can be extended if your request is complex. Normally we will carry out your request, of course, but it is possible that this is not possible. If we cannot execute your request, HFMtalentindex will explain to you why that is. This also applies when we consider an extension of the response period necessary.

If you do not agree with our reply, you can submit a complaint to the Data Protection Authority of the Member State in which you live, in the Netherlands this is the 'Autoriteit Persoonsgegevens'.

HFMtalentindex does not charge you for answering and/or processing your requests.

## Changes to this Privacy statement

This Privacy statement can be changed from time to time, for example to keep it in line with the applicable laws and regulations. If this Privacy statement is changed, this will be made known.

This Privacy statement was last modified on July 31, 2018.