

## PRIVACY STATEMENT ORMIT

### 1 Introduction

ORMIT attaches great importance to the careful and safe handling of privacy-sensitive information from its website visitors, clients, job applicants, (ex-) employees, partners, suppliers and other stakeholders. That is why ORMIT has drawn up this privacy statement. ORMIT treats and secures the personal information entrusted to it with the utmost care. With this privacy statement, ORMIT gives you insight into how ORMIT deals with your personal data in certain situations in accordance with the General Data Protection Regulation (GDPR).

### 2. Who are we?

ORMIT België NV

Tervurenlaan 412

1150 Brussel

Belgium

This Privacy Statement also applies to parent company ORMIT Holding BV and its sister company ORMIT BV in the Netherlands.

ORMIT is the controller in the sense of the GDPR and thus has control over the processing of the personal data and determines the purpose and the means for the processing.

ORMIT sometimes uses other companies to provide services for them. ORMIT remains responsible in these situations for the processing of your personal data. With these companies, ORMIT makes contractual agreements about the handling of your personal data, so that your privacy remains guaranteed.

### 3. Technical information

When you visit our website, the website automatically collects information about (the devices of) our visitors. This includes information about which device the website is visited with, the IP address of your device, the IP address of your Internet Service Provider, the operating system you use, the date and time of your visit, the internet address of the website from where you are directly linked, the pages you have visited and the information you have viewed on the website, the geolocation where you are located and the material that you send to and download from the website. We use this technical information for the management of the website and for improving the quality and effectiveness of our website.

### 4. Cookies

ORMIT uses cookies and web statistics. This way we can see how visitors use our website. Thus, we can better adapt our website to the usage preferences of our visitors. Cookies are small pieces of information that are stored on your computer. During the next visit to our website these small pieces of information are recognized which makes your visit easier.

### 5. When will we collect your personal data?

In the following cases, we may store and process your data:

- If you have given ORMIT permission to process your personal data for one or more specific purposes.
- If the processing is necessary for the execution of an agreement to which you are a party, or to take measures at the request of you before the conclusion of an agreement;
- If processing is necessary to comply with a statutory obligation resting on ORMIT;
- If processing is necessary to protect your or other people's vital interests;
- If the processing is necessary for the fulfillment of a task of general interest or a task in the context of the exercise of the public authority entrusted to ORMIT;
- If processing is necessary for the defense of the legitimate interests of ORMIT or of a third party, except when your interests or the fundamental rights and fundamental freedoms that require the protection of your personal data outweigh those interests.

#### 6. Why do we collect your personal data?

Your personal data will be used to provide the services offered to you as well as possible, including traineeship, consultancy, mediation, payroll, payroll administration, personnel management, personal development & employability, recruitment & selection and ambassadorship of our organization.

ORMIT uses your data for the following purposes, among others:

- \* Bring together supply and demand in the labor market.
- \* To register and process hours worked in our project administration.
- \* To be able to assess your suitability and availability regarding a mediation to a traineeship trajectory or an assignment, in which also can be made use of test results.
- \* To enter and maintain an employee or personnel/broker relationship with you and to carry out the relevant administration for this purpose.
- \* To be able to record an assignment with the client in an agreement with the client and to maintain and fulfill the agreement with the client.
- \* To process data for the benefit of our clients in the context of a pre-employment screening.
- \* To promote your personal development and employability, including training, education, and testing.
- \* For management purposes including management information, providing internal controls and operational safety and performing audits and auditing.
- \* Quality objectives such as certification.
- \* If we have entered into an employee or staff/traineeship relationship with you, for compliance with laws and regulations, including but not limited to identification, labor law, tax and social security legislation, fraud prevention and national and international sanctions legislation.

## 7. What personal information do we collect from you?

ORMIT can, if you are a trainee or consultant, trainee or consultant, (temporary) (former) employee, ambassador, independent entrepreneur and/or business relation partner of ORMIT, process the personal data below. You are responsible for ensuring that the personal information you provide is accurate and up to date.

### Candidate

- \* Name and address details, e-mail address, telephone number and other contact details
- \* Birth date, age, gender
- \* Curriculum vitae (CV), information about trainings, internships and work experience
- \* Information about training and education and/or testing that you have followed or done yourself or through us
- \* Other information that may or may be important in the assessment of the suitability of the candidate, for example, references and qualifications and data concerning work experience
- \* On a voluntary basis other content with which you present yourself (video, photo)
- \* Other than the above-mentioned data whose processing is required pursuant to or necessary with a view to the application of the law

### Placed trainee or consultant, (temporary) (ex) employee and self-employed entrepreneur

If you going to work/work/have worked for ORMIT or its clients, ORMIT can process the following data:

- \* Name and address details, e-mail address, telephone number, bank and/or giro account number and other contact details
- \* Birth date, age, gender
- \* Curriculum vitae (CV), information about trainings, internships and work experience
- \* Information about training and education and/or testing that you have followed or done yourself or through us
- \* Data on availability and leave
- \* Nationality, citizen service number & identity document (copy of identity document), a possible work permit
- \* Data in the context of a pre-employment screening
- \* Information concerning the nature and content of the previous employment services, as well as concerning their termination
- \* Other information that may or may be important in the assessment of the suitability of the candidate, for example, references and qualifications and data concerning work experience
- \* Other data related to the personnel, salary and absenteeism registration
- \* On a voluntary basis other content with which you present yourself (video, photo)

\* Other than the above-mentioned data whose processing is required pursuant to or necessary with a view to the application of the law

#### 8. Third parties

ORMIT may pass on your personal data to other entities of ORMIT, its clients, subcontractors (e.g. data processors) who provide services on behalf of ORMIT or carry out assignments, suppliers, government bodies 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 verdict.

The provision of the personal data takes place based on a legitimate interest, legal obligation and/or to execute the agreement in accordance with the goals stated in "Why do we collect your personal data?".

Your personal data are in principle not passed outside the European Union. If this is the case, the parties involved will be notified.

#### 9. Your rights

We value that you can easily use your rights regarding the processing of your personal data. If you wish to make use of one of the rights and rights mentioned below, you can contact us as described below.

##### View and/or change data

You can request us at any time via [Privacy@ormit.nl](mailto:Privacy@ormit.nl) or by letter to Dorpsstraat 85 3732 HH de Bilt to indicate which (categories of) data we process from you, for what purposes that happens, from which source the data comes and which storage periods are used by us.

You can also contact us at any time to supplement, correct or delete your data. In the unlikely event that we have provided you with incorrect personal data, we will rectify this.

If you have your own private web environment or a portal, you may also be able to (partially) complete, correct or delete your data yourself.

If we limit the processing of your personal data, we will inform you accordingly.

##### Right to transfer data

You can request the personal data we hold about you in a structured, standard and machine-readable form via [Privacy@ormit.nl](mailto:Privacy@ormit.nl). You are completely free to transfer this information to a third party.

##### Right to be forgotten

If you no longer wish to use our services, you can submit a request for the removal of all your personal data. You can request us at any time via [Privacy@ormit.nl](mailto:Privacy@ormit.nl) or by letter to Dorpsstraat 85 3732 HH de Bilt to delete all your data.

You can also withdraw your consent, if any, to process your data at any time. We will discontinue the processing of your personal data for which you had granted permission unless statutory (exception) provisions apply. However, withdrawing your consent does not affect the processing that has already taken place.

#### Procedure, response time and costs

We try to deal with your requests as mentioned in this chapter as soon as possible, but within one month at the latest. We are required to verify your identity before your requests can be met. Your requests will in principle be handled electronically unless that is not possible or you request otherwise.

For the processing of your aforementioned requests, we will not charge you in principle, unless your requests are excessive, manifestly unfounded or if you request additional copies from the right of inspection.

#### 10. Security

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

#### 11. Storage period

ORMIT does not store personal data for longer than is necessary for the processing and in accordance with the statutory retention periods.

#### 12. Questions, comments, complaints or (suspicion) data breach

If you have any questions, comments or complaints about the protection of your personal data by ORMIT, you can contact us in writing or by e-mail via [Privacy@ormit.nl](mailto:Privacy@ormit.nl) or Dorpsstraat 85 3732 HH de Bilt.

If you do not agree with the use by ORMIT of your personal data, you can also submit a complaint to the Belgium Data Protection Authority.

#### 13. Data breach

If there is a (presumption of) a data breach, we request you to report this directly via [Privacy@ormit.nl](mailto:Privacy@ormit.nl).

#### 14. Changes

ORMIT reserves the right to amend or change this privacy statement. None of the provisions of the privacy statement is intended to establish any obligation or agreement between ORMIT and a data subject.

#### 15. Other provisions

Belgium law applies to the provisions of this privacy statement and all disputes arising from this, insofar as it concerns our Belgium office. Dutch law applies to our Dutch offices.