

# **Privacy policy NLIST V.O.F.**

NLIST is an organization that brings together candidates and employers. To this end, NLIST has information from both candidates and employers. NLIST guarantees careful and discreet handling of this information, taking into account the interests of all parties involved. NLIST takes the utmost care in ensuring the privacy of visitors to this website. You are most welcome to visit the website and to take note of the content as often as you want. This privacy policy describes which information is collected by NLIST via this website and for what purpose. We also explain why we collect this data, with whom we share this information and by whom and how it is processed. We are transparent in our working methods and hope that you understand this. Ultimately, it is our goal to improve your user experience and to provide you with the best possible service. This privacy policy is therefore applicable to all (and only) services of NLIST. We are not responsible for the privacy policy of other sites, partners and sources.

If you choose to voluntarily provide us with information, we will use this information in accordance with our privacy policy. This privacy policy provides information about the data we process from our candidates, employees, business relations and visitors to our websites. NLIST handles your data carefully and ensures that every processing of your data meets the requirements in accordance with the AVG / GDPR privacy law.

## 1. Personal data that we process

A. Privacy

- 1. NLSIT takes your privacy seriously. We process personal data about you by using our website, our services and also because you provide this information to us.
- 2. We do our best to process the information that you have provided to us in a careful manner. This privacy statement gives you a clear overview of the personal data that we process, how we deal with it and also explains as clearly as possible why we collect it.
- 3. Within the meaning of the Dutch Data Protection Regulation (AVG), NLIST is a so-called: controller.

#### 2. An overview of the personal data that we process

- A. We process the following personal data;
- 1. First and last name
- 2. Company name
- 3. Telephone number
- 4. E-mail address
- 5. Other personal data that you actively provide with the contact.
- 6. Location data
- 7. Information about your activities on our website
- 8. IP address
- 9. Internet browser and device type

#### 3. Special and / or sensitive personal data that we process

A. Our website and / or service does not intend to collect data on website visitors who are younger than 16 years of age, unless they have permission from their parents or guardian. However, we can not check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent.

B. If you are convinced that we have collected personal information about a minor without this permission, please contact us via info@nlist.nl. We will delete this information.



## 4. Why we need data

A. NLIST processes your personal data for the following purposes:

- 1. You can make offers and / or be able to provide information about the services and other activities and to better attune them to your wishes and qualities to keep you informed of developments within our company, in the form of digital mailings with the aim of involving you as an employee or as a partner; to be able to assess your suitability and availability in connection with mediation to an assignment; to enter into and maintain an employment 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 comply with the contract with the client; to promote your personal development and employability, including training and education; for management purposes including management information, providing internal controls and operational safety and performing audits and auditing; quality objectives such as certification; to apply for subsidies, premium discounts and the like; if we have entered into an employee or personnel / broker 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.
- 2. NLIST analyzes your behavior on the website in order to improve our website and to adapt it to your preferences.

## 5. How long we store data

A. NLIST will not store your personal data for longer than is strictly necessary to realize the purposes for which your data is collected. Our retention period is: 2 years after the last contact.

B. In the case of a registration with NLIST in order to establish a mediation, NLIST will explicitly request approval at least every two years.

C. The complete deletion of the data is not possible if you have entered into an employment contract with NLIST and this agreement is still active, or if the retention period after termination of employment has not yet expired. This is in line with the accounting principles for 'contract execution' and 'legal obligation'.

## 6. Sharing with others

A. No sales

- 1. NLIST will not sell your information to third parties and will only provide this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation.
- 2. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. NLIST remains responsible. This is Google for web statistics.

# 7. Map website visit

A. NLIST uses technical, functional and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also optimize our website with this. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.



#### 8. Google Analytics

A. Google

- 1. Through our website a cookie is placed from the American company Google as part of the "Analytics" service. We use this service to investigate how you as a visitor use our website and Google makes clear reports about this.
- 2. Google may provide this information to third parties if Google is legally obliged to do so, or if third parties process the information on behalf of Google.
- 3. NLIST has no influence on this. We have allowed Google to use the obtained information for other Google services through the terms.
- B. Anonymizing
- 1. NLIST has signed a processor agreement with Google. The information that Google collects is anonymised as much as possible. Your IP address is masked.

### 9. View, modify or delete data

A. You have the right to view, correct or delete your personal data. You can do this yourself by sending a specified request to info@nlist.nl. In order to verify your identity, we ask you to send a copy of your identity card. Make the citizen service number (BSN), MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and your passport photo black in this copy. This is to protect your privacy. NLIST will respond to your request as soon as possible, but in any case within four weeks.

B. If you want to transfer your data to another party, NLIST can easily realize this for you. Then follow the steps described above.

You can also reach us via: info@nlist.nl | 06-51750324 | 06-18139678

## 10. Security

A. NLIST takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us via info@nlist.nl

B. If you have complaints about the way we handle your personal data, you can report this to the Dutch Data Protection Authority.

**Changes Privacy Statement** 

NLIST reserves the right to make changes to this Privacy Statement. It is advisable to consult this Privacy Statement regularly so that you are aware of these changes.