

## TOSS Group PRIVACY STATEMENT

### 1. Introduction

**TOSS Group** attaches great value to your privacy and has therefore drawn up this privacy statement. **TOSS Group** treats and secures the personal information entrusted to us with the utmost care. With this privacy statement, **TOSS Group** provides insight into how it handles your personal data in accordance with the General Data Protection Regulation (GDPR).

### 2. Who are we?

**TOSS Group** B.V. is located at Koningin Wilhelminaplein 1, 1062 HG in Amsterdam. **TOSS Group** is a data controller within the meaning of the GDPR and thus has control over the processing of personal data and determines the purpose and means for the processing. **TOSS Group** sometimes engages other companies to perform services on their behalf and in these situations remains responsible for the processing of your personal data. **TOSS Group** makes contractual agreements with these companies about the handling of your personal data so that your privacy is guaranteed.

### 3. Technical information

When you visit our website, the website automatically collects information about (the devices of) our visitors. This includes, for example, information about the device with which the website is visited, 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 which you have been linked directly, the pages you have visited and the information you have viewed on the website, the geo location where you are and the material you send to and download from the website. We use this technical information to manage the website and to improve the quality and effectiveness of our website.

### 4. Cookies

**TOSS Group** uses cookies and web statistics. This way we have oversight to how visitors use our website. This allows us to better adapt our website to the usage preferences of our visitors. Cookies are small pieces of information that are stored on your computer. On a subsequent visit to our website, these small pieces of information are recognized which makes your visit easier. You can read more in our cookie policy.

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

We are permitted to store and process your data in the following cases:

- If you have given permission to **TOSS Group** for the processing of 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 your request before entering into an agreement;
- If processing is necessary to comply with a legal obligation that rests on **TOSS Group**; If the processing is necessary to protect your or other people's vital interests;
- If the processing is necessary for the performance of a task of general interest or of a task in the context of the exercise of public authority assigned to **TOSS Group**;
- If the processing is necessary for the representation of the legitimate interests of **TOSS Group** or of a third party, except when your interests or the fundamental rights and freedoms that require the protection of your personal data outweigh those interests.

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

Your personal data is used to provide the services offered to you as best as possible, including temporary employment, secondment, mediation, payroll, personnel management, personal development and employability, recruitment and hiring, immigration and relocation services, as well as handling complaints and disputes.

**TOSS Group** uses your data for the following purposes: [For example]

- To inform you about interesting offers of products and services from **TOSS Group** and from third parties.
- Bring together supply and demand on the labor market.
- Register hours worked and process them in our salary system.
- Be able to assess your suitability and availability in connection with mediation to permanent or temporary work or an assignment, which can also make use of test results.
- Contact you for commercial offers, newsletters and promotional actions that may be of interest to you, only if you have registered for them (opt-in).
- Establish and maintain an employee-, personnel- or mediation relationship with you and carry out the relevant administration for this.
- Comply with our reintegration obligations and meet (the government-imposed purpose) to help people with more distance to the labor market to obtain work.
- To be able to establish an assignment with the client in an agreement with the client and to maintain and fulfill the agreement with the client.
- Process data for 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, conducting internal controls and operational safety, and conducting audits.
- Quality objectives such as certification.
- Apply for subsidies, premium discounts, etc.
- If we have entered into an employee-, personnel- or mediation relationship with you, then for compliance with laws and regulations, including but not limited to identification, security, tax and social security, fraud and national and international sanctions laws.
- Support with housing, relocation, transport, and training.

- Provision of utilities, internet, cleaning services, transport, and applications for work or residence permits.
- Tax applications (BSN number and 30% ruling).
- Making agreements with the GGD, tax authorities, financial advisors, notaries, banks, insurers, training institutes, and care providers.

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

**TOSS Group** can process the following personal data from you. You are responsible for ensuring that the personal data you submit is correct and up to date.

- Name and address details, e-mail address, telephone number and other contact details;
- Birth data, age, gender;
- Curriculum vitae (CV), information about education, internships and work experience;
- Information about training and education and / or testing;
- Information about availability and leave;
- Other information that is or may be important in the context of assessing the suitability of the candidate, for example references and certificates and information regarding work experience;
- Nationality, citizen service number and identification document (copy of identification document), and relevant work permit;
- Other content that you supply on a voluntary basis (video, photo);
- If required by law: IND V number;
- Other data related to personnel, salary and absenteeism registration;
- Data in the context of a pre-employment screening;
- Information regarding the nature and content of previous job placements, as well as their termination;
- Employer's statement;
- Data other than the above mentioned, the processing of which is required pursuant to or is necessary for the application of the law.

## 8. Third parties

**TOSS** in Holland can pass on your personal data to its other entities, its clients, subcontractors (for example data processors) who provide services or carry out assignments on behalf of **TOSS Group**, suppliers, government bodies, other business relations, and in all other cases in which we may be obliged to do so, for example by a legal warrant or court order. The provision of the personal data takes place on the basis of a legitimate interest, legal obligation and / or for the execution of the agreement in accordance with the goals as stated under "Why do we collect your personal data?". Your personal data can be transferred outside the Netherlands. **TOSS Group** has taken the necessary measures to ensure that any personal data transferred is adequately protected.

## 9. Your rights

We value that you can easily make use of your rights regarding the processing of your personal data. If you wish to exercise any of the rights vested in you and listed below, you may contact us as described in the following.

### *View and / or change data*

You can request at any time that we indicate which (categories of) data we process, for what purposes this happens, from which source the data comes and which retention periods are used by us. In addition, you can contact us at any time to supplement, correct or delete your data. In the unlikely event that we have provided incorrect personal data about you, we will rectify this. [If you have your own private web environment or a portal, you may also be able to (partially) supplement, correct or delete your data yourself.] We will inform you if we have changed your personal data.

### *Restrict processing of your data*

If you do not agree with the content of the data we hold about you, you can submit a request to temporarily limit the processing of your data. We will then wait to distribute your data until it is in order in your opinion. You can submit a request for a processing restriction at any time. When we restrict processing of your personal data we will notify you.

### *Right to transfer data*

You can request the personal data we hold about you. You are completely free to transfer this information to third parties.

### *Right to be forgotten*

If you no longer wish to use our services, you can request the deletion of all your personal data. You can request that we delete all your data at any time. You can also withdraw any permission you have granted to process your data at any time. We will stop processing your personal data for which you have given permission. However, withdrawing your consent does not affect the processing that has already taken place.

### *Procedure, response time and costs*

We try to process your requests as mentioned in this context as soon as possible, but at the latest within one month. We are required to verify your identity before your requests can be met. In principle, your requests will be processed electronically, unless this is not possible or you request otherwise. In principle, we do not charge you any costs for processing your aforementioned requests, unless your requests are excessive, manifestly unfounded or if you request additional copies upon the right of inspection.

## 10. Data protection officer

**TOSS Group** has appointed a data protection officer who supervises the application and compliance with the privacy rules within the organization. The contact details of this official are: [X].

## 11. Security

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

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## 12. Retention period

**TOSS Group** does not store personal data longer than is necessary for the purpose of the processing and in accordance with the legal retention periods. All data will be deleted no later than 7 years after the end of our order, unless the data has to be retained for longer due to a legal obligation.

## 13. Questions, comments, complaints or (suspected) data breach

If you have any questions, comments or complaints about the protection of your personal data by **TOSS Group**, you can contact us in writing or by e-mail at [info@toss-group.com](mailto:info@toss-group.com) or Koningin Wilhelminaplein 1, 1062 HG in Amsterdam. You can also reach us by phone at telephone number +3120 238 7591. If you do not agree with the use of your personal data by **TOSS Group**, you can also file a complaint with the Dutch Data Protection Authority.

## 14. Data breach

If there is a (suspected) data breach, we request that you report this immediately via [info@toss-group.com](mailto:info@toss-group.com).

## 15. Changes

**TOSS Group** reserves the right to adjust or change this privacy statement. None of the provisions of the privacy statement are intended to create any obligation or agreement between **TOSS Group** and a data subject.

## 16. Other provisions

Dutch law applies to the provisions of this privacy statement and all disputes arising from this.