



Privacystatement

Total Compliance & Outsource B.V.

As per August 6, 2018

Total Compliance & Outsource B.V. ("TCO") is committed in protecting your privacy and developing technology that gives you the most powerful and safe online experience.

Applicability

This privacy statement applies to all our services, to all our work processes and to the visit of our website with regard to the collection and use of personal data. It therefore applies to all information provided to us by our customers and also to the personal data provided by applicants, employees, visitors to the website, prospects, suppliers and other parties involved.

TCO and personal data

TCO takes the protection of personal data very seriously. The General Data Protection Regulation (AVG) has led TCO to further tighten up the data protection and data security policy and to adapt it to the applicable legislation. The new European legislation has a direct influence on the internal procedures, the supervision of employees and on the organization of processes, systems and relevant (internal) documentation. TCO does not make customer lists available to third parties in any way other than personal data (e-mail, name, address, telephone number) to authorized and named sub-processors.

Collecting your personal data

TCO collects personal data, such as your e-mail address, name, home and work address or telephone number for the execution of its services. In general, we receive the data of those involved themselves by means of an assignment or by sending their CV and the accompanying letter of motivation. No personal details are requested and processed on the TCO website.



Personal data that we process

Below you will find a list of the personal data that we process:

- Name, address and place of residency;
- Gender;
- Date and place of birth;
- Copy identity documents;
- Email address;
- Salary and other data for tax returns, salary calculations etc.;
- Marital status, data partner and if any, information on children (for example, to the extent necessary for tax returns);
- IBAN.

For applicants, we only process the data that we receive from the applicants themselves. In general, candidates provide at least their name and address, telephone number, e-mail address, date and place of birth, nationality, education level, work experience, skills (languages, software and / or communication skills). Sometimes they also tell whether they have a driver's license, what their marital status and / or family composition is, what their leisure activities and / or interests are, a link to their LinkedIn profile and / or their personal website.

How long do we save your data?

TCO does not store your data for longer than is strictly necessary for performing the service (s) agreed with you. According to the law, we have to keep a lot of data for seven years. We will retain applicant data for up to four weeks unless we hire the applicant or unless we have express permission to retain the data for a longer period of time. In the case of employment, we will keep them for a maximum of two years after termination of employment and in case of permission one year.

Sensitive personal data

TCO will not use the Website or by any other mean, for collecting sensitive personal data (ref. AVG) such as data revealing political opinions, race, religious beliefs, health, criminal justice information or any other matters.

The use of personal data

TCO collects and uses your personal data to provide you with requested services. TCO also uses your personal data to keep you informed of other services or services available through TCO and / or relevant developments.



We use data from applicants to check whether they are suitable for the vacancy to which they apply. An internal statement applies to our employees.

We do not pass on your personal data to third parties except to the authorized and named sub-processors. They may not use your personal data for their own purposes, but only to provide these services to TCO. They are obliged to maintain confidentiality of your information. We have concluded a valid agreement with all our sub-processors.

TCO will not disclose your personal data without your consent, unless this is required by law or if we believe in good faith that such action is necessary to:

- (a) to comply with an implementing decree or with a legal process that we conduct;
- (b) protect and defend our rights or property and
- (c) act under exigent circumstances to protect the personal safety of our customers and / or the public.

Provision of personal data is not mandatory

It is not mandatory for you, as a visitor to our website, or as a customer of TCO to provide us with your personal data. If you want to use our services, we do need at least your contact details to send the invoice or to contact you. In addition, our service is generally not possible without giving us more information. For example, we can not prepare your declaration for you if, we do not have at least your financial data and your family composition. It is a voluntary choice to work with us and send us documents or provide data. You can withdraw the assignment given to us in the manner agreed in the agreement or the general terms and conditions. You can then ask us to destroy your data to which request we will, insofar as the law allows, comply.



Cookies

The TCO website uses "cookies". A cookie is a small text file that is automatically saved on your hard disk by the web server. Cookies can not be used to run a program or to place viruses on your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain in which you have assigned a cookie.

You have the option to accept or decline cookies. Most Webrowsers automatically accept cookies, but you can usually change your browser settings to disable the use of cookies, if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the TCO website or other Web sites you visit.

TCO makes minimal use of cookies and only those cookies that are necessary for proper operation and analysis of the use of the website. In addition, the website can save cookies to make specific parts of our website work. These cookies will be deleted from your computer are your visit to our website.

Security of your personal data

TCO protects your personal data from unauthorized access, use or disclosure and stores them in a controlled, secure environment, protected from unauthorized access, use or disclosure (including through two-step authentication, various internal security protocols and external secure storage).

If we transfer personal information to other websites, we always protect it with Secure Socket Layer (SSL) security, which encodes all sensitive information beyond recognition before sending it. Websites that have this security are recognizable by the closed lock and the https: // in the address bar.

Data breach

In the case of a security breach and / or a data breach (which is understood to mean: a breach of security that inadvertently or unlawfully leads to the destruction, loss, modification or unauthorized disclosure of or unauthorized access to the transmitted, stored or otherwise processed personal data), TCO will do its best to inform those who are involved about this as quickly as possible, but no later than two days after discovery, in a customary format to be determined by TCO.



We do not do this if it is unlikely that the infringement involves a risk to your rights and freedoms. If there is a reporting obligation, we also report it to the AP (Authority on Personal data).

Rights of those who are involved

You have the right to view, supplement, correct, limit or delete your personal data. You can also ask us to rectify, protect or delete the data. If your data is factually incorrect, incomplete, irrelevant for the purpose for which we have collected it or if we have otherwise used it in violation of a law, we will remove or delete them. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data. You also have the right to data portability, which means that you can request us to send the personal data that we have from you in a computer file, to you or to another organization to be appointed by you.

You also have the right not to be subject to automated decisions, the right to establish an effective remedy and the right to compensation in the event of a breach of privacy. Finally, those involved now also have a collective right of action.

In order to prevent identity fraud, TCO prefers that you personally make the request to inspect (or correct / supplement / delete) your personal data, for example if you have already have an appointment with one of us or whether you happen to be in the neighborhood. Only if you do not have the opportunity to do so, we will ask that you send your request to info@totalcompliance.nl. To ensure that you have made the request yourself, we ask you to send a copy of your ID with the request as well as a telephone number on which we can reach you, so that we can check by telephone whether you have requested access yourself and not a third party who has hacked your e-mail account and therefore has a copy of your identity card.

Please ensure that in this copy your photo, MRZ (machine readable zone, the Strip with numbers at the bottom of the Passport), passport number and social security number (BSN) is black. This to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.



TCO would also like to point out that you have the possibility to complain to the national supervisory authority, the Authority Personaldata (Autoriteit Persoonsgegevens).

This can be done via the following link:
<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

Permission

If you have given us permission for the processing of your personal data, you can revoke it at any time.

Changes

TCO reserves the right to make changes to this privacy statement. It is recommended that you consult this privacy statement via our website so that you are aware of these changes.

Contact

If you believe that TCO has not adhered to this privacy statement, please contact us via info@totalcompliance.nl. We will do our best to determine the problem with appropriate efforts and to resolve it.