

PRIVACYSTATEMENT

From 25 May 2018, the AVG (general data processing regulation) will come into effect and every company must respond to this. In other words, better protection of personal data. This regulation applies to the entire European Union. The start for this was made in 2016. The aim is to have standardization for the processing of personal data, in which free movement within the EU is not jeopardized.

Personal data is individual owned.

Digio has a duty of accountability and must be able to demonstrate through documents that it complies with the AVG. It will have to ensure transparency, goal limitation, data limitation, correctness, restriction of storage, integrity and confidentiality. Through this Privacy Statement Digio indicates how it has arranged.

Company details

The private company Digio ICT B.V., located at (5652 BJ) Eindhoven at the Meerenakkerplein 51, represented by Mr H. de Bie. Digio ICT B.V. (hereinafter: Digio) is responsible for the dataprocessing. This privacy statement provides information about the data we process from those who apply for and are employed by us. We believe it is important to ensure that our services are transparent, personal and reliable. Digio handles your data carefully and ensures that every processing of your data complies with applicable laws and regulations.

This privacy statement may change from time to time if new developments give cause to do so. Digio ensures that this privacy statement remains up to date and will also communicate regularly. The latest version is placed on sharepoint with the other regulations. Everyone has access here to view this. Digio recommends that you consult this privacy statement regularly, so that you are aware of these changes. The privacy statement always indicates the latest date of change. This privacy statement was last modified on May 31, 2018

Personal data

Digio processes personal data of you, because you use our services and / or because you have provided this information to us. We collect your data from the moment you enter or leave your data to use the services provided by Digio.

We may also collect information from you if you have placed it on public funds that could indicate that you would be interested in work-related services. In that case we will approach you if you are interested to register with us in accordance with our conditions and with due observance of this privacy statement. If you are not interested, we can process relevant data from you in order not to be approached by us.

The personal data that we process from you in the context of our services is partly required so that we can make our service available. In case it concerns additional data which are desirable for Digio in order to better align our services or your wishes, these data will also be stored. These additional data can also be requested to meet any specific questions or obligations from our clients. If you provide data to Digio, you are responsible for the accuracy and relevance of this data.

Digio collects and saves the following data from you:

- First and last name;

- Phone number;
- E-mail address;
- Company name and Chamber of Commerce data.

The moment you can work / work / work for Digio, the following additional data are requested:

- First and last name;
- Phone number;
- E-mail address;
- Sex;
- Date of birth;
- Birthplace;
- Address data;
- Bank account number;
- Curriculum vitae (if applicable);
- Training and training;
- Nationality;
- Citizen service number;
- Identification;
- Family composition;
- data on availability and leave;
- any references and certificates;
- Work permit;
- Other information relating to personnel, salary, pension, leasing, insurance and absence registration.

Digio is obliged to process the 'Burgerservicenummer' of you on the grounds of the Wet op de Loonbelasting 1964.

Processing targets / legal basis

The personal data mentioned above are processed for the following purposes:

- Personnel administration, consisting of salary processing, pension agreements, lease schemes and insurance, absenteeism due to illness;
- Registration loan equipment for carrying out the work;
- Making offers and / or providing information, after you have given permission for this by means of an opt-in agreement; (or in accordance with the declaration of consent)
- Checking your suitability and availability for a vacancy, which also makes use of reference checks, social media, etc .;
- To enter into 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 comply with the agreement with the client;
- To promote your personal development and employability (training, education and testing);
- For management purposes including management information, providing internal controls and

operational safety and performing audits and auditing;

- For quality purposes such as certifications;
- To request any 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;
- Security and optimization of the website (eg for recording IP addresses).

Digio processes personal data on the basis of the 'execution agreement' principle. In some cases explicit permission will be requested, whereby 'permission' will also be processed on the basis of the basis.

Storage period

Digio does not store collected personal data for longer than is strictly necessary, or legally regulated, to realize the purposes for which the data was collected. For this we use the following storage periods per purpose:

- Mediation data for a vacancy or assignment, after explicit permission has been obtained from the person involved, will be kept for up to two years. Even if you did not perform any work on behalf of Digio;
- send newsletter: two years;
- telephone contact: two years;
- E-mail correspondence: 2 years;
- inform about changes to services: two years.
- Administration Digio: legal storage period, think of:
- Debtors and creditors: 7 years
- Inventory administration: 7 years
- Purchase and sales administration: 7 years
- Payroll administration: 7 years
- Digio adheres to the statutory retention periods for the personal data for which the statutory retention period applies.

Sharing with third parties

Digio will provide your data to third parties and will only provide them if this is necessary for the execution of our agreement or to comply with a legal obligation. If we provide your data to third parties for other reasons, we are obliged to ask you permission first. With organizations that process your data, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Digio remains responsible for this processing (s).

The following personal data are in any case provided to third parties:

- First and last name, gender, date of birth, address, telephone number, curriculum vitae and data about your availability are passed on to Digio's clients, because this is necessary for the administration of Digio's clients.
- First and last name, gender, date of birth, address details, telephone number are passed on to the salary administrator and the accountant of Digio, because this is necessary for the salary processing.

- First and last name, gender, date of birth, address, telephone number, e-mail address and in some cases the bank account number are passed on to insurance companies, such as for the pension, because this is necessary for applying for (offers of) different insurance products.

Security

Digio takes appropriate measures to prevent misuse, loss, unauthorized access, and other unwanted actions with personal data. These measures are in accordance with the applicable security standards. If you have the impression that your data is not properly secured or there are indications of misuse, you can contact the administration of Digio, contact person.

Rights of data subjects

You have the right to view, correct, supplement, delete and / or object your personal data. Make an appointment with Digio, contact person for this. The submission of a complaint is possible with the regulator, the Personal Data Authority. You also always have the option to withdraw your consent to the processing of personal data. For this you also need to make an appointment at Digio, contact person: 1. It is important that you can identify yourself and show that the data you want to view, correct or remove is actually yours. It is not allowed to view data from other people.

Cookies

Digio makes limited use of functional and technical cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website.

We use the following cookies:

- Social media cookies

On our website you will find buttons with which you can promote our messages or web pages on social media. Think about 'liking' via Facebook or sending a 'tweet' via Twitter. These buttons work through pieces of code that come from the social media platforms themselves. Cookies are placed via this code. We have no influence on that. The social media platforms indicate in their privacy statements what they do with your data via the cookies.

Amendments

Digio may change this privacy statement from time to time. Changes will be published at Microsoft Sharepoint. If changes are made, you will be notified by e-mail.

Contact

Digio is aware that privacy legislation is not easy. If you have any questions, you can always contact us.

Huub de Bie

huub@digio.nl

+31 (6) 24541954