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Privacy Statement - GDPR			

DEFINITIONS AND ABBREVIATIONS

CEO	Chief Executive Officer
GDPR	General Data Protection Regulation
DPO	Data Protection Officer
OOS	The abbreviation OOS (or OOS International) refers to Holding OOS-International Group B.V. and Holding OOS Energy B.V. and all companies under control by them.

1. General Data Protection Regulation / GDPR

From 25 May 2018 the General Data Protection Regulation will impose greater data protection obligations on organisations, whilst giving more rights to individuals in relation to how their personal data is processed. The GDPR not only applies to organisations located within the EU but it will also apply to organisations located outside of the EU which process data of EU citizens.

2. Personal data

Personal data is data that can (directly and indirectly) identify you as a living individual. There is general personal data such as name, address, BSN / National insurance number / Social security number and online identifiers/location data. There is also sensitive personal data which includes information on physical and mental health, sexual orientation, race or ethnic origin, religious beliefs, trade union membership and criminal records.

OOS will generally only collect sensitive information about you with your written consent and if authorized by law.

If you decide to voluntarily provide OOS with information, we will use this information in accordance with our privacy policy.

OOS is convinced that the privacy of its candidates, flex workers, employees, and or other relations and website visitors, is essential. Personal data is therefore handled and secured with the greatest possible care, in compliance with the requirements laid down by law.

When you provide personal data to OOS, your data will be included in the OOS databank. This also applies to data that we receive from you or a representative of a (potential) business relation (such as a customer, supplier, seller or other company or agency).

We attach great importance to your privacy. This privacy policy outlines how OOS manages personal Information, including the type of information, how it is collected and held, the purposes for which it is collected, held, used and disclosed and as well as how individuals can access their information and make inquiries, notifications or complaints about breaches of the legislation or privacy principles. Personal data that you have provided to us will be handled and secured carefully, in accordance with the GDPR and this policy.

3. Data processing of website visitors

Visitors can enter our websites without providing us with any personal data. However, like many websites, we do collect certain non-identifiable and automatic information about users of our websites. We process data about date, time and access of your visits to our websites; information about which channel brought you to our websites, the pages and sections that you've visited and information that you've uploaded, or downloaded from the websites.

The collected data is used to optimize our website's content to the wishes and needs of our websites visitors. We may disclose unidentifiable information to third parties, and this data is stored for future use.

4. Processing personal data

We collect and process your data in order to improve our services. We may use your data for the following purposes:

- To be able to comply with applicable law and legislation;
- To enter into and maintain with you an employee/employer relationship or a staff/job mediation relationship, and to keep records on personal, financial, time tracking, absence and/or wage administration, or to enter into and maintain a relationship directed at acquiring/carrying out assignments, and to keep an financial administration for this;
- To assess your suitability for a specific position or assignment, to record your availability and to contact you with, or introduce you to, one of multiple (potential) customers and/or relations;
- To mediate you to work, education or training possibilities, to offer you career counselling and/or other (work-related) services, to introduce your skills to customers, put you to work with customers, or to arrange assignments for you;
- To be able to conclude agreements with you, our customer(s) and/or relations, and to be able to execute and fulfil these agreements;
- To assess if you qualify for a (premium) discount and/or subsidy, or fall under a (premium) discount or subsidy scheme;
- To meet with our reintegration obligations, and to meet the objective made mandatory by the government to employ candidates that are distanced to the labor market;
- To improve and stimulate your personal development, to assist you with participating in (online) tests and to generate test results;
- To inform you about our services, other activities, and/or professional information (for instance via e-mail, SMS, newsletters, business magazines and professional literature), and to be able to provide you with offers on behalf of OOS;
- For management purposes and to generate management information and reports, to execute market analyses, (internal and external) inspections, audits and accountant inspections and to improve and enforce operational safety;
- To be able to grant you access to, and use of, our new secure web and (self-service) portals, as well as personal access pages;
- To inform you about the products and/or services of partners that have carefully been selected by us, by adding information on these products and/or services to our websites, or by including this, amongst others, in our newsletters and business magazines.

OOS processes, amongst other things, the following data: name, address, residence, e-mail address, telephone number, nationality, date and place of birth, gender, marital status, curriculum vitae (CV), work experience, bank account number, policy or customer number health insurer, data on education, (copy) certificates, references, (copy) passport photo, (copy) ID card, social security number (BSN), (copy) work permit, (copy) residence permit and (copy) Declaration of Independent Contractor Status (DBA).

OOS may disclose your personal data to its customers and relations, suppliers (such as educational institutions), audit authorities, government agencies, subcontractors, and to companies and/or

individuals involved by OOS for carrying out certain tasks (including editors). OOS may also provide your data to third parties, when we are authorised or obliged to do so on the basis of applicable law and legislation, a court order or ruling, or have been granted your permission to do so.

We only process particular personal data if we have your explicit permission for this, or is there is any (other) legal basis for this. The particular data that we process usually involves data that can be deducted from your identification document, of which the law requires us to make a copy when you start working for us. We may also process particular personal data regarding your social security situation or background. We do this in order to use (premium) discounts and/or subsidies, to comply with our reintegration obligations and to execute the government target of helping people, whom are further distanced from the labor market back, to work, which can be found in various (future) laws and legislations.

The particular personal data that you provide to us can only be accessed by people that require this data for carrying out their activities, and/or to comply with applicable law and legislation. Examples of this include staff, financial, absence and/or wage administration officers, and people involved with quality assurance, financial reporting and executing premium discounts and subsidy schemes. We may also disclose particular personal data that we've received from you, to our customers, if there is a legal basis for this. We may furthermore disclose this data to government agencies supervising the execution of government targets and/or allocating (premium) discounts and/or subsidies.

OOS will not keep your personal records any longer than is required for the objectives for which this data has been collected, and complies with the applicable law and legislation:

- If you have not (yet) worked for OOS, we will keep your data up to 2 years after the last contact;
- If you have worked for OOS, your data will be available for up to two years after terminating the employment. Whenever necessary and legitimate, data may be stored for longer, for instance in case of a claim.

5. Use of personal data

Personal data received by OOS from employees or representatives from business relations (such as customers, suppliers, sellers, and other companies or agencies) will be used by us for the following purposes:

- To enable you to make use of our services and/or to enable us to make use of your services;
- To enter into, and maintain, a trading relationship with you;
- To agree on assignments, and/or to be able to (have) these executed;
- To inform you about our services and other activities (for example via e-mail, SMS, newsletters and business magazines) and to be able to provide you with offers;
- To comply with applicable law and legislation;
- To be able to grant you access to, and use of, our closed web environments, portals and intranet environments;

- To inform you about the products and/or services of partners that have been carefully selected by us, by adding information on these products and/or services to our website, or by including this, amongst others, in our newsletters and business magazines.

6. Data security

OOS takes reasonable steps to hold personal information using appropriate physical and/or electronic security technology, settings and applications and by training staff who deal with personal information on our policies and procedures. These measures are designed to protect personal information from unauthorised access, modification or disclosure; and from misuse, interference and loss. Notwithstanding this, you should be mindful that the internet is generally not a secure environment.

7. Rights

The GDPR provides the following rights for individuals:

- Right of access: You can request information on your data that is processed by us via your contact person at any time;
- Rights of rectification of inaccurate or incomplete data: You can ask at any time what information OOS holds on you and what we do with this information. You can access your personal portal to view and amend the data at any time;
- Right to informed consent: If you are currently assigned or contracted or have been in the last 2 years, there is no explicit consent needed, as this is already covered within the contract we have with you. If you have worked for us longer than 2 years ago, we will send an email to obtain an explicit consent from you, to stay in our database for recruitment purposes. All professionals will be informed about our renewed privacy statement and the new options in the portal to ensure privacy;
- Right to be forgotten / Right to erase;
- Right to withdraw consent: You can request to deactivate your account with OOS at any time, by sending an email to communications@oosinternational.com. This means, we will not contact you for any reason. There is a distinction between 'to be forgotten permanently' and 'to be forgotten temporarily'. If you choose to be forgotten permanently, we will make sure not to contact you. We will only use your personal data if we have a legal reason for doing so (like f.e. for tax purposes). If you choose to be forgotten temporarily, we will contact you 2 years after you have "deactivated" your account. You then have the opportunity to re-activate your account.
- Data portability right: You can request for an overview of your personal data that is kept by OOS in a transferable / machine-readable format, by sending an email to communications@oosinternational.com.

8. Questions, remarks and complaints

If you have questions, remarks or complaints with regard to this privacy statement, or the way in which OOS registers, uses and processes your data, you can express these via e-mail to: communications@oosinternational.com. If you detect or suspect a data breach, this must be reported immediately to the Data Protection Officer of OOS. This can be done by sending an email to communications@oosinternational.com. We aim to respond to your question, remark or complaint within three (3) weeks after receipt.

9. Amending privacy statement

OOS has the right to amend this privacy statement. The most actual privacy statement can always be found on the OOS websites.