

PRIVACY POLICY

PRIVACY STATEMENT

1. Introduction

Levy considers it very important that privacy-sensitive data of visitors to its website, job applicants, employees and self-employed individuals are treated in a careful and secure manner. Levy has therefore prepared this privacy statement with acknowledgement of the source: nbu.nl. Levy processes and protects the personal information entrusted to it with the greatest possible care. This privacy statement explains how Levy deals with your personal data in accordance with the General Data Protection Regulation (GDPR).

2. Who we are

Levy Search is a services company. We provide professional services in staffing and recruitment world wide. Levy principally operates in e.g. the following fields: IT, Fintech, Telecom, Financial Services and Aviation across divers market segments. The company places professionals in positions at all levels. In this privacy statement 'Levy' means any company of the Levy Group.

Levy Group consists out of the following companies:

Levy Global
Levy Professionals
Levy Search

stationed at

- 5 St Johns Lane London, EC1M 4BH England
- Hoogoorddreef 56C, 1101 BE Amsterdam Netherlands.

Levy is a controller as defined in the GDPR and therefore has control over and determines the purposes and means of the processing of personal data.

Levy occasionally engages the services of other companies. In that case Levy remains responsible for the processing of the personal data entrusted to it. Levy makes contractual agreements with these companies about the processing of your personal data to ensure that your privacy is protected and respected.

3. Technical information

Our website automatically collects information about (the devices of) its visitors. The information collected when you visit our website includes information about the device you use to visit the

website, 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 that linked you directly to our website, the pages you visit and the information you view on the website, your geo-location and the material you upload 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

We use cookies and web statistics. These enable us to monitor how visitors use our website and to better tailor our website to the needs and interests of our visitors. Cookies are small bits of information that are stored on your device. These small bits of information are recognized when you next visit our website, which can make your visit easier and the website more useful to you. For more information check our cookie policy.

5. When do we collect your personal data?

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

- if you have given consent to Levy to the processing of your personal data for one or more specific purposes;
- if the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract;
- if processing is necessary for compliance with a legal obligation to which Levy is subject;
- if processing is necessary to protect your or another person's vital interests;
- if processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Levy;
- if processing is necessary for the purposes of the legitimate interests pursued by Levy or by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of your personal data.

6. Why do we collect your personal data?

Your personal data are used to enable us to provide the HR services offered to you as effectively as possible, including services in the fields of employment, contracting, outsourcing, secondment, mediation, payroll accounting and other payroll services, personnel management, personal development & employability and recruitment & selection.

Levy uses your personal data for the following purposes:

- to match supply and demand in the labour market;

- to inform you of interesting offers of products and services of Levy and third parties;
- to register and process hours worked in our payroll processing system;
- to be able to assess your suitability and availability in the context of mediation services for permanent or temporary employment or project-based work, in which use may also be made of test results;
- to provide you with commercial offers, newsletters and promotions that may interest you, but only on an opt-in basis;
- to enter into and maintain an employee or personnel/mediation relationship with you and to keep the relevant records;
- to meet our return-to-work obligations and to achieve the (government-imposed) objective of helping people who are (quite) far removed from the labour market to find work;
- to be able to record employment details in an agreement with the client and to maintain and perform the agreement with the client;
- to process data for our clients in the context of a pre-employment screening;
- to promote your personal development and employability by providing training and education and administering tests;
- for management purposes, including management information, operational safety and internal audits, accounting audits and other audits;
- for quality purposes, such as certification;
- to apply for grants, subsidies, reductions in social security contributions, etc.;
- to comply with laws and regulations if we have entered into an employee or personnel/mediation relationship with you, including (without limitation) identification regulations, labour legislation, tax and social security legislation, anti-fraud legislation and national and international sanctions legislation;

7. What personal data do we collect?

If you are registered with Levy as a job seeker, a job applicant, a secondee, a (temporary) employee, an independent contractor and/or a business contact, Levy may process the personal data listed below. It is your responsibility to ensure that the personal data provided by you are accurate and up to date.

Job seeker or job applicant

- name and address details, email address, telephone number and other contact details
- birth date and place, age, sex
- CV/résumé, information about education and qualifications, work placements, traineeships and work experience
- data on income and capital
- information about training programmes, courses and/or tests completed or taken by you on your own or through us
- availability, leave and holiday details
- other details that are or may be relevant to the assessment of an applicant's suitability, such as references, certificates and work experience information
- other content used by you to introduce yourself (video, photo), on a voluntary basis
- other personal data that you actively provide by, for example, creating a profile on this website, in written correspondence, by telephone, e-mail

- details other than those mentioned above, the processing of which is required by law or necessary to comply with the law

Secundee, (temporary) employee and independent contractor

if you work/can start working/have worked for Levy or its clients, Levy may process the following data:

- name and address details, email address, telephone number, bank and/or giro account number and other contact details
- birth date and place, age, sex
- CV/résumé, information about education and qualifications, work placements, traineeships and work experience
- information about training programmes, courses and/or tests completed or taken by you on your own or through us
- data on income and capital
- availability, leave and holiday details
- nationality, citizen service number, (copy of) ID, work permit (if applicable)
- details in connection with a pre-employment screening
- details of the nature, scope and termination of previous job placements
- other details that are or may be relevant to the assessment of an applicant's suitability, such as references, certificates and work experience information
- other details relating to the personnel records, payroll records and absence registration
- other content used by you to introduce yourself (video, photo), on a voluntary basis
- other personal data that you actively provide by, for example, creating a profile on this website, in written correspondence, by telephone, e-mail
- details other than those mentioned above, the processing of which is required by law or necessary to comply with the law

Social media

Levy uses social media, such as LinkedIn, Facebook and Twitter. It does not impose any conditions concerning the use of social media, although the conditions of the social media platforms in question do apply. If you ask a question on social media, Levy will store that message and your account name in order to reply to your message.

Use of WiFi

When you visit the Levy office, you can use Wifi. As soon as you are logged into the Wifi network, Levy automatically receives data from you, such as the identification number (e.g. MAC address) of your device. Levy uses this data only to prevent any abuse and deletes it after one year. If you use the Wifi network for illegal activities, Levy can block access from the device with which you are using our Wifi network.

Newsletters

Levy may issue newsletters to inform the public, professional parties, clients and business relations, about our services and products and developments. Levy records the name and email address of the recipients and stores that data until such time as the recipient unsubscribes from a newsletter. An unsubscribe option is included with each newsletter.

8. Third parties

Levy may transfer your personal data to other entities of Levy, its clients, subcontractors (including processors) providing services or carrying out work on behalf of Levy, suppliers, public authorities and other business contacts. Levy may also transfer your personal data if it is obliged to do so, for example pursuant to a court order or judgment.

Personal data are provided on the basis of a legitimate interest, a legal obligation and/or in implementation of the agreement in accordance with the purposes mentioned under “Why do we collect your personal data?”.

Your personal data may be transferred to countries outside the Netherlands. Levy has taken the necessary measures to ensure that the personal data transferred are adequately protected.

9. Your rights

We want to make it easy for you to exercise your rights with respect to the processing of your personal data. If you want to exercise any of your rights described below, please contact us in the manner indicated.

Access to and/or rectification of your personal data

You may request us at any time what (categories of) personal data concerning you we process, for what purposes we process those personal data, from what source we obtained those personal data and what retention periods we observe. You can submit your request by email to email address / by telephone on telephone number or by letter to postal address.

You may also request us at any time to complete, rectify or erase your personal data. In the unfortunate event that we have provided incorrect personal data concerning you, we will rectify this.

If you have your own secure web environment or portal, you can possibly complete, rectify or erase (part of) your personal data yourself.

Once we have changed your personal data, we will notify you accordingly.

Restriction of processing of your personal data

If you do not agree to the content of the personal data concerning you that we hold, you may request us to temporarily restrict the processing of your personal data. We will then refrain from disseminating your personal data until you feel that they are accurate. You may submit a processing restriction request at any time by email to email address / by telephone on telephone number or by letter to postal address.

When we restrict the processing of your personal data, we will notify you accordingly.

Right to transmit personal data

You may request us to provide you with the personal data concerning you that we hold in a structured, commonly used and machine-readable format. You can submit your request by email to email address / by telephone on telephone number. You are entirely free to transfer these data to a third party.

Right to erasure (right to be forgotten)

If you no longer wish to use our services, you may request us at any time to erase all your personal data. You can submit your request by email to email address / by telephone on telephone number or by letter to postal address.

Moreover, if you have given consent to the processing of your personal data, you may withdraw such consent at any time. We will then stop processing your personal data to which you have previously consented. Please note that withdrawal of your consent does not affect any processing done prior to the withdrawal.

Procedure, response time and costs

We will try to handle any request as referred to in this article as soon as possible, but within one month. We are obliged to verify your identity before we can honour your request. Your request will be dealt with electronically in principle, except if this is not possible or if you request otherwise.

As a rule, we do not charge a fee for dealing with requests from you as referred to above, unless a request is excessive or manifestly unfounded, or unless you request further copies if you exercise your right of access.

10. Security and protection

Levy makes every effort to ensure optimum protection of your personal data against unauthorized use by taking physical, administrative, organizational and technical measures. For example, we make sure that access to your personal data is restricted to authorized users. If and to the extent that personal data are disclosed to processors providing services or carrying out work on behalf of Levy, Levy has agreed with them that they also ensure optimum protection of your personal data.

11. Retention period

Levy does not keep personal data for longer than necessary for the purpose of the processing and in accordance with the statutory retention periods.

12. Questions, comments, complaints or (suspected) data breach

If you have any questions, comments or complaints about the protection of your personal data by Levy, please contact us in writing at the address postal address or by email on email address. You can also contact our legal department / complaints department by telephone on telephone number telephone number.

If you do not agree to the use of your personal data by Levy, you can also lodge a complaint with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

13. Data breach

If you are aware of, or suspect, a data breach, please report this immediately on contact details.

14. Amendments

Levy reserves the right to update or amend this privacy statement. Nothing contained in this privacy statement is intended to create an obligation or agreement between Levy and a data subject.

15. Other provisions

This privacy statement and any disputes arising out of this privacy statement are governed by the laws of the Netherlands.