

General

T&S is extremely careful when handling personal information. We realize that we process a significant amount of data and comply very carefully with the relevant jurisprudence in this area. This is done by verifying with our legal partner that our services meet all appropriate requirements, both in the area of data security and in respect of compliance with the legislation for data protection.

T&S endorses the principles of the General Data Protection Regulation (GDPR) which has come into effect on 25 May 2018.

Data of visitors to our website, which we process

In general, it is possible to visit our website without providing any personal information. However, for statistical purposes we process data – for instance, via Google Analytics – about the date and the time you visit our website, the site through which you accessed our website, the region from which you visit our website, the pages and sections on the website that you visit (how often, the duration and in which sequence), which information you upload/download to/from the website and the type of information you look at. In addition, we collect other non-identifiable automatic information about the users of the website.

We collect the abovementioned information to adapt the content of the website as much as possible to the needs and requirements of the visitors of our website. Non-identifiable information can be kept for future reference and could be passed on to third parties. For more information about the use of cookies we refer you to our cookie policy.

On our website you may come across links (hyperlinks) to other websites. This privacy statement does not apply to the websites of such third parties. For this reason, we recommend that you read the privacy statement of such parties so that you are aware how they deal with your privacy. In this regard please see our cookie policy.

When do we start collecting personal data?

We collect your personal data, among others, from the moment you provide information on our website for recruiting purposes or when you register or have yourself registered in any other way.

Why do we collect personal data?

We collect and process your personal data, inter alia, for the provision of our services and to draw your attention to and keep you informed about them. In this respect we refer to, for instance: temporary work assignments, mediation, secondment, recruitment & selection, salary administration, personnel management, personal development, payroll and availability.

More specifically we process personal data:

1. in order to comply with the prevailing laws and regulations applicable to T&S;
2. in order to assess your suitability for a certain assignment or position, to record your availability and to introduce you to or put you in touch with one or more (potential) business associates and/or clients;
3. in order to inform you about our services, professional information and/or other activities and to make you offers on behalf of T&S;
4. in order to provide you with training opportunities, career and/or professional advice and/or further (work- related) services, to mediate with employment, working at and placement with clients, or to arrange assignments for you;
5. in order to enable you to use and give access to our secure Website, portals and other online platforms.

Legal grounds on which we base the processing of your personal data

We base the processing of your personal data on different legal grounds. A substantial part of your personal data which we process, is processed because this is necessary in terms of our contract with you and our client. Furthermore, we process your personal data because it is necessary for us to execute our legitimate interests to inform you and keep you informed of our activities and to make you offers. Some personal data is also processed only based on your prior consent.

Which of your (personal) data do we collect?

We collect personal data which we need in order to provide our services. Some of this personal data is

mandatory to provide to enable the use of our services. In addition, we collect supplementary (personal) data so that we can align our services with your specific qualifications and requirements or to satisfy the specific demands of our clients. The responsibility for the correctness and relevance of the information provided by you, lies with you.

We collect, among others, the following data and documents containing personal data:

- Address data (name, address, town)
- E-mail address
- Gender
- Date of birth
- Telephone number
- Curriculum vitae and letter of motivation, often containing information about education and work experience
- In the case of a specific vacancy application: the position you apply for.

Sensitive personal data

We will process this information only when T&S needs the special personal data to comply with its legal requirements, when you have given permission to do so, or when this is legally allowed. Special personal data refers to data which may be sensitive, such as details about a person's race, religion or health.

How long is the personal data which is collected on our website retained?

As far as the personal data which you have provided for the employment mediation is concerned, we apply the legal retention periods. You can always ask us to delete the data you have provided. If you do not do this, we will retain your information for a period of maximum two years after the day of your registration or after the day on which you last were employed, unless it is necessary to retain the personal data for compliance with a legal obligation, as in the case of fiscally relevant data, or ID's.

When you have applied for a staff function (a permanent position within the T&S company) your personal data will be deleted upon your request, or four weeks after the recruitment procedure has ended, unless you have given T&S permission to retain the personal data for a period of one year after completion of the recruitment process. Such permission may be withdrawn by you at any time. This can be done by sending an email to: HR@TenSFlexwerk.nl.

How is the personal data which is collected on our website protected?

T&S places a high value on your privacy. For this reason, we have implemented several measures to prevent loss, theft or otherwise improper use of your personal data. Where necessary, we use encrypted communication and secure connections. Furthermore, we have taken the necessary steps in respect of physical and logical access security.

Who receives your personal data?

T&S receives your personal data. T&S shall not sell your personal data in any manner to third parties. In addition, T&S will only submit your personal data to third parties when we are legally or contractually bound to do so, or when this is necessary to perform or draw attention to our services, such as introducing you to our clients, or to make you an offer and to keep you informed of our services.

Can I submit a request for access to, correction or deletion of personal data collected by T&S?

It is possible to request access to, deletion or correction of your personal data collected by T&S via its website. When it comes to access to personal information linked to a cookie, you will need to add a copy of the said cookie. You can find it in the settings of your browser. This can be done by sending an e-mail to: HR@TenSFlexwerk.nl. To check your identity, T&S will request you for authentication. Following this access request, you can ask T&S to correct or delete your personal details. Are you of the opinion that we do not treat your personal data with the utmost care? Please contact us as detailed above. You are, furthermore, entitled to lodge a complaint with the appropriate Personal Data Authority.

Objection to the processing of your personal data by T&S

It is possible to object to the processing of your personal data by T&S, if your personal data are used for purposes other than necessary for the performance under a contract or to comply with a legal obligation. For instance, you can object to the use of your personal data for marketing and sales activities. You can do so by sending an e-mail to: HR@TenSFlexwerk.nl. In addition, you have the right to the so-called data portability.

This means that you are entitled to receive the personal data relevant to you, which you have submitted to T&S, in a clearly laid-out format. For this you can also send an e-mail to: HR@TenSFlexwerk.nl

Should you object to the processing of your personal data which is needed in the performance of our duties, we consider it important to point out that without your personal data we will not be able to offer you our services as temporary work agency.

Concluding remarks

T&S reserves the right to amend this privacy statement. Each amendment will be announced on this page. T&S, therefore, advises the User to regularly consult this page to establish whether amendments have been made. The current privacy statement was last updated in December 2019.