

POST MARINE HEATING B.V.

PRIVACY STATEMENT

STAFF PRIVACY STATEMENT

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The collection and use of personal data from applicants, temporary/payroll bureau staff, interns and employees.

Please note that we will collect and use the personal data you provide us with as this is necessary in order to carry out the recruitment procedure or to conclude and implement any employment contract / internship contract / temporary employment contract. In addition, certain personal data are necessary in order to comply with and implement the provisions of the Collective Labour Agreement that apply to us. We also collect and use your personal data to comply with certain statutory obligations. These statutory obligations relate, for example, to the determination and chargeability of taxes and contributions for employees.

In view of this necessity, you are obliged to provide us with the personal data required for this purpose. If you provide us with no personal data or insufficient personal data, we may not be able to complete a job application procedure with you, enter into and implement any employment contract / internship contract / temporary work contract with you or fulfil our statutory obligations.

If you are a payroll bureau employee, an employee or an intern, we will use your details to draw up, implement and terminate the employment or internship contract or employment relationship. This includes, among other things:

- a) dealing with staff matters;
- b) determining and paying salary, reimbursements and other sums of money; and
- c) determining and paying any taxes, contributions and other tax obligations on your behalf as an employee or intern.

If you are an applicant, we will use your data to communicate with you about the progress of the application procedure, the assessment of your suitability for a position that is or may become vacant, and any settlement of the expenses you have incurred.

If you are a temporary employee, we will use the data that we obtain from the temporary employment agency to assess your suitability for a position that is or may become vacant and for the execution of the temporary employment contract

Transfer to third parties

It is possible that we may pass on your personal data to other parties. These other parties may be government bodies, but also parties that are contracted to carry out work for us or parties to which we are obliged to provide information in connection with the employment contract or the execution of the employment contract. This concerns the following parties:

- the Tax and Customs Administration;
- the Social Security Administration (UWV);
- our occupational health and safety service/company doctor;
- the Social Affairs and Employment Inspectorate
- the Pension fund;
- the absenteeism insurer;
- our accountant/bookkeeper/payroll administrator;
- leasing company
- etc.

Sometimes it will be necessary to provide your details to another party in order to comply with the law, such as in the case of the transfer of data to the Tax and Customs Administration, the Social Security Administration (UWV), the occupational health and safety service/ company doctor, the Pension Fund (mandatory or voluntary) and the Social Affairs and Employment Inspectorate.

In other cases, the transfer is necessary in order to implement the employment or other contract with you, for example the transfer of data to the leasing company. When providing your details to our absenteeism insurer, we have a legitimate interest, namely that we can thereby make a claim for an insurance payment.



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In addition, there are parties that carry out work on our behalf, such as the accountant/bookkeeper/payroll administrator. We have a legitimate interest in relation to this transfer of your data. This work is outsourced among other things due to the knowledge and expertise of our accountant/bookkeeper/payroll administrator. The accountant/bookkeeper/payroll administrator needs your personal data in order to execute the employment or other contract with you.

We also use external server space to store all or parts of our personnel and payroll administration, which includes your personal data. For this reason, your personal data are provided to our server provider. In addition, we use Microsoft Office and its storage capabilities for e-mails and other files. We have a legitimate interest in respect of these two transfers, because we want to store and process data digitally and outsourcing this data has several advantages.

Retention period for personal data

We will delete your application data no later than 4 weeks after the end of the application procedure, unless you have given us permission to retain your data for a maximum period of 1 year.

We will retain personal data from the payroll administration that are relevant for tax purposes for a period of 7 years after you have left your employment. This retention period is related to a statutory obligation that we are subject to. We will keep wage tax statements and a copy of your identity document for 5 years after the end of your employment contract. This retention period is also related to a statutory obligation that we are subject to.

For other data from the personnel or payroll administration, we apply a retention period of no more than 2 years after your employment has ended, unless it appears that certain personal data are necessary for us to comply with a statutory retention obligation or other obligation or in the event of an industrial conflict or court case. 'Other data from the personnel or payroll administration' include, for example, employment contracts, reports of assessment and performance interviews, correspondence about appointment, promotion, relegation and dismissal, certificates and administrative absence data.

Your rights

You have the right to ask us for access to your own personal data. If there is reason to do so, you can also ask us to supplement your personal data or correct inaccuracies. In addition, you have the right to ask to delete your personal data or to restrict the use of your personal data. You can also make an objection to us regarding the collection and use of your data. If you think that we are handling your personal data incorrectly, you can submit a complaint to the organisation that supervises the privacy rules: the Dutch Data Protection Authority. Finally, you can make a request to us to obtain your personal data or transfer them to another party.

You cannot exercise the above-mentioned rights under all circumstances. If we need your personal data in order to comply with the law, for example, you cannot make any objection or request for deletion.

To exercise your rights, you can contact: Post Marine Heating BV/ Monique Post, Boezem 20a, 4206 CB Gorinchem, the Netherlands, +31 (0)183-610211, monique@postmarineheating.com. You can of course also contact us with questions or for more information about the collection and use of your personal data.

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