



## **PRIVACY STATEMENT**

The Stichting Veilig Werken Op Hoogte (hereinafter referred to as SVWOH) respects the privacy of its business relationships and the users of our products and services. SVWOH processes personal data only to the extent necessary for the efficient performance of its services.

SVWOH does not provide any personal data to third parties, unless the legislator requires it or unless the person whose data are processed gives permission.

If SVWOH uses external service providers in the implementation of tasks, SVWOH requires of these external service providers or processors that they are equally bound by the legal framework on the protection of personal data.

SVWOH takes care of a good security of all personal data by establishing appropriate organizational measures and the use of modern technical IT facilities.

If changes occur in our privacy statement, we will publish the modified statement on our website.

SVWOH processes your personal data carefully, safe and secure. We think it is important that you have confidence in our organization. That is why we do like to be committed to protecting your privacy. The rules on protecting your privacy are laid down in the Algemene Verordening Gegevensbescherming (General Data Protection Regulation (GDPR) where the Autoriteit Persoonsgegevens monitors the compliance with applicable laws and regulations. SVWOH acts within the framework of the law.

### **Who is responsible for the processing?**

SVWOH, located Limaweg 25 in Waddinxveen, is responsible for the processing of personal data.

### **Privacy officer**

SVWOH has chosen not to appoint a data protection officer but has appointed a privacy officer. This function is fulfilled by Mr. W.P. Stolk and can be reached at T 085-3038422 or via email [info@svwoh.nl](mailto:info@svwoh.nl).

### **What are personal data?**

Personal data are all data that is traceable to a person. Examples include your name, address, telephone number and account number but also photos and biometric data are personal data.

### **Are you required to provide personal information?**

In many cases it is necessary to use a number of personal information from you to provide you with the service or product. In that case, the use of your information is necessary for the contract or pre-contractual phase.



In these cases you are required to provide information to us because otherwise we can not meet our legal and/or contractual obligations.

#### **Data collected from others?**

SVWOH does not collect any data from third parties.

The only data that we process we receive of the people involved.

#### **Personal data we process**

Personal data we process are:

First and last name

Address

Date of birth

Place of birth

Valid VCA-number

Level of education

Email address

Phone number

Gender

#### **Purpose of the processing**

The purpose of the processing is the registration in the register as Aspirant Hulpmonteur so that clarity is given to third parties whether or not a person is Aspirant Hulpmonteur. In accordance with chapter 7.5.3 of the Richtlijn Steigers, SVWOH manages the register and the registration tool for Aspirant Hulpmonteur.

#### **On the basis of which legal bases, we use your information?**

SVWOH uses the personal data for the above mentioned purpose and processes your personal data because it is necessary for the implementation of the contract on registration as an Aspirant Hulpmonteur.

#### **Existence of automated individual decision making**

SVWOH does not use automated individual decision making, because this is not necessary for our service. This means that, for example, SVWOH does not do profiling.

#### **Do we share information with third parties?**

We do not provide the (personal) information you provide to third parties, unless this is necessary in the context of the implementation of the agreement or to meet a legal obligation.

#### **Is your data being brought outside the EU?**

SVWOH has a basic principle to process personal data only within the EU. Since the AVG is applicable within the EU, in principle an adequate level of protection can always be ensured.

#### **How do we protect your data?**

Because the security of personal data is very important, SVWOH makes sure we take appropriate various technical and organisational measures to ensure that personal

data cannot be abused or otherwise fall in the hands of the wrong person. We make sure that, if we send your personal data to other organisations, such as the processors, these organizations hold the same standards.

### **How long do we keep your data?**

We will retain your data for no longer than is necessary to attain the objectives referred to in this privacy statement.

### **What rights do you have?**

SVWOH considers it important that you can exercise the rights that you have under the law. Therefore, it is very easy to contact us via [info@svwoh.nl](mailto:info@svwoh.nl). You can exercise the following rights:

- The right of access: you have the right to have access to what personal data we have about you.
- The right of correction: If the personal data, we process about you, is incorrect, you have the right to have it adjusted by us.
- The right of disposal: If we no longer need your personal information for the purpose for which we have received them, you have the right to ask us to remove it. There are a number of exceptions, such as our duty to keep certain information, for example for the tax authorities.
- The right of limitation: during the period that we are working to determine if your data have to be corrected, the determination of the (un) lawfulness of data processing, determining whether data must be removed or you have submitted objection to the processing, you have the right to request the limitation of the processing.
- The right to data portability: at your request any personal data that we hold about you we must transfer to you or another organization of your choice. You can only make use of this right if the data are processed on the basis of consent or agreement.
- The right of objection: If we process data on the basis of legitimate interest or general interest, it is possible to object, after which a weighing of interests will follow. In the case of direct marketing, you'll always have the right of objection.

### **Complaint to the competent authority: Dutch Data Protection Authority**

SVWOH finds it important to have satisfied customers. Even if we do everything in order to pursue this, it is possible that you are not satisfied. It is possible to file a complaint to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) if it concerns the protection of personal data. This is possible through:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How can you contact us?**

If you have any questions, have a complaint or a comment, please contact us via [info@svwoh.nl](mailto:info@svwoh.nl) or call 085-3038422. Also, you can contact our privacy officer Mr W.P. Stolk via [info@svwoh.nl](mailto:info@svwoh.nl).