

HFMtalentindex websites privacy statement

This is the privacy statement of Hofkes Frölke Meekel Organisatiopsychologen B.V. in Amsterdam ("HFMtalentindex"), for its websites <http://www.hfm.nl/> | <http://www.hfmentalindex.com/> | <http://www.hfmentalindex.de> | <http://www.hfmentalindex.fr> ("HFMtalentindex websites").

We attach great importance to your privacy and make sure that the personal data you have shared with us is handled with care. We explain how we do this in this privacy statement.

Summary:

- HFMtalentindex is ISO 27001 certified, which means that the security of all our clients' business information is properly described, implemented and monitored.
- We inform visitors to our websites about cookies and ask permission to place those.
- We only use your personal data to be able to provide you with information.
- HFMtalentindex only shares personal data with third parties in very specific cases.
- The use of *Third-Party Websites* is covered by the privacy statement of that particular third party.
- Questions or complaints about the processing of personal data by HFMtalentindex can be submitted to our Data Protection Officer.

Please note: This privacy statement does not apply to the processing of your personal data in the context of the use by or on behalf of clients of the HFMtalentindex application. For information on the processing of your personal data by one of our clients with the aid of the HFMtalentindex application, we refer you to the organisation on behalf of whom you have gained access to the HFMtalentindex application.

HFMtalentindex has appointed a Data Protection Officer, this person can be reached in the following ways:

Via e-mail: privacy@hfm.nl

Via phone: +31 085 401 5058

Via mail: PO Box 1775, 1000 BT Amsterdam, the Netherlands

Personal data protection and ISO 27001:2013-certification

HFMtalentindex is ISO 27001 certified. ISO 27001 is a standard that is totally focused on the security of business information and confidential data made available.

An ISO 27001 certificate proves that the security of business information is properly described, implemented and monitored. ISO 27001 is an internationally recognised certificate for information security. Through this certification, you are assured that all business processes, systems and services fulfil this comprehensive standard for information security and that your information and personal data are properly protected and managed confidentially.

Cookies

HFMtalentindex websites use cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone during the first visit to our websites. According to the law, we may store cookies directly on your device if they are strictly necessary for the use of the site ('functional cookies'). For all other types of cookies, we require your permission. We use 4 types of cookies:

Firstly, the **functional cookies** with a purely technical functionality. These ensure that the website operates properly. There are also **analytical cookies**, which collect anonymised data on the use of our website and help us optimise the site. **Preference-cookies** help remember your preferential settings

(such as preferential language). Finally, we place **marketing-cookies**, which track your surfing behaviour.

Cookies from embedded content originating from social media sites such as YouTube, Facebook, LinkedIn, Twitter and Google+ are included in this last category. If you click a social media button, the relevant social media service can place one or several cookies for recognition purposes. The use of such social media sites is governed by the relevant conditions of the particular social media provider. The privacy statement of HFMtalentindex expressly does not apply to the use of such social media services. See also under the heading "Links to websites of third parties" on the third page of this document.

During your first visit to our websites we informed you about these cookies and we have asked your permission for placing those.

You can also decline cookies placed by all websites by setting your internet browser in such a way that it no longer stores cookies ([Chrome](#), [Internet Explorer](#), [Firefox](#) and [Safari](#)). You can also remove all the information stored previously via your internet browser settings. If you turn off these cookies in your browser, you can no longer use all functionalities of the HFMtalentindex websites and the embedded content can no longer be shown. This may result in your experience of the site being disappointing.

Your personal data - purposes, principles and use of your data

Questions, requests and downloads

If you send an email via our websites or if you want to download information from our websites, we will ask your name, organisation and email address to be able to send you the information. To be able to inform you by telephone or email on relevant products and services of HFMtalentindex, we will ask you for some additional, optional details such as your telephone number, size of organisation and job title.

HFMtalentindex newsletter

If you have given us permission for sending our newsletter, we will use your name and email address to send this to you. Each newsletter you receive offers you the option to unsubscribe from the HFMtalentindex newsletter. If you make use of the option to no longer receive the newsletter, HFMtalentindex will register that you have unsubscribed from the newsletter.

Retention period

We will not keep your data for longer than is necessary for the purposes for which the data has been collected. If you have unsubscribed from our newsletter, we immediately remove your personal data collected for the sending of the newsletter.

Anonymised data

If the data is anonymised, the data may possibly be kept for longer by HFMtalentindex. Anonymised means that the data is stripped from elements that make it possible to know that the data relate to you.

Sharing with third parties

In the following specific cases HFMtalentindex shares personal data with third parties:

- Google: The data we collect in Google Analytics is anonymised and encrypted. The so-called 'sharing data' with Google is turned off. We do not use Analytics-cookies in combination with other Google services. HFMtalentindex has a processor's agreement with Google. More information on the use by Google Analytics by Google itself can be found in the [Privacy Policy of Google Analytics](#);
- Spotler: The information you provide when you register for our newsletter or download something from the websites is processed by Mailplus (part of Spotler). We have a processor's

agreement with Spotler recording that they (a) shall never pass your data on to third parties and (b) have no access to your data unless this is necessary to remedy technical problems. Spotler is also ISO 27001 certified;

- Teamleader: We use Teamleader's CRM system. We have a processor's agreement with Teamleader recording that they (a) shall never pass your data on to third parties and (b) have no access to your data unless this is necessary to remedy technical problems;
- If this is required within the laws and regulations.

Links to websites of third parties

The websites have links to websites of third parties. By clicking these links you are passed on to the website of the relevant third party ("Third-Party Websites"). The use of Third-Party Websites is covered by the privacy statement of that particular third party. HFMtalentindex is not liable for information provided, processed or collected by third parties during the visit to these Third-Party Websites.

QUESTIONS AND COMPLAINT HANDLING

Should you have questions or a complaint about the processing of your personal data by HFMtalentindex, you can make this known free of charge and simply to HFMtalentindex, for the attention of the Data Protection Officer:

Via mail: privacy@hfm.nl

Via phone : +31 085 401 5058

Via mail: PO Box 1775, 1000 BT Amsterdam, the Netherlands

On your request, HFMtalentindex shall endeavour to:

- a) **inform** you about your personal data that HFMtalentindex processes;
- b) give you **access** to your personal data that HFMtalentindex processes;
- c) **correct** your personal data that HFMtalentindex processes if they are not correct;
- d) wholly or partially **remove** your personal data that HFMtalentindex processes;
- e) **limit** your personal data that HFMtalentindex processes if
 - a. the personal data are incorrect;
 - b. the processing is unlawful;
 - c. the personal data are no longer necessary for the purpose for which they were collected;
 - d. you object to the processing;
- f) **stop** the processing as you object to the processing;
- g) withdraw your **permission** for processing your personal data.

HFMtalentindex is legally not obliged to comply with every request. HFMtalentindex can refuse your request if:

- a) HFMtalentindex has the right to continue the processing;
- b) you repeat the request in an unreasonable manner;
- c) the handling of the request requires excessive technical efforts;
- d) it endangers the privacy of others;
- d) your request is unfeasible in a practical sense.

Handling the request

If HFMtalentindex receives such a request from you, HFMtalentindex will first request that you identify yourself before we proceed to substantially respond to, and handle, the request. This is to prevent someone else from pretending to be you; and so being able to have control over your personal data or have such changed. HFMtalentindex will send you a reply to your request within 4 weeks from receipt of the request. This term can be extended if your request is complex. HFMtalentindex will explain a refusal



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to honour your request either wholly or in part in its reply. HFMtalentindex will also explain any extension of the term to reply to you.

If you disagree with our reply, you can lodge a complaint with the authorised data protection authority in the member state where you reside. In the Netherlands this is the Dutch Data Protection Authority [Autoriteit Persoonsgegevens].

HFMtalentindex will not charge you any costs to reply to your requests. Including not for the further handling of such.

Changes to this Privacy Statement

This privacy statement may be changed from time to time, to bring it in line with the applicable laws and regulations, for example. If this privacy statement is amended, this will be announced.