

Privacy statement HFM Personal Assessment

Because HFM cares about your privacy

Summary

- This is the privacy statement of Hofkes Frölke Meekel B.V. ("HFM") for the use of HFM Personal Assessment. In this statement, we want to give you, as a data subject, more insight into the data that HFM processes, the purposes for which we process them and the way in which they are processed;
- For questions or complaints about how HFM acts with your personal data, you can contact the Data Protection Officer:
 - Via e-mail: privacy@hfm.nl;
 - Via telephone: +31 85 401 50 58;
 - By post: Postbus 1775, 1000 BT Amsterdam;
- HFMtalentindex respects the privacy of all data subjects and ensures that the personal information you provide is treated confidentially.

What data do we process and for what purpose

Data that we receive beforehand from the client

Name, email address, gender, phone number, CV.

Your name, email address and gender are used to create an account for you within the online application where you will complete the questionnaires and to personalise your report(s).

Your telephone number is used to get in touch with you, for example when something changes in the schedule of the testing day, or when you have not shown up.

Your CV is used by the advisor who conducts the interview with you, to prepare for this interview.

Answers and scores on online questionnaires

Depending on the assessment programme, you will be asked to fill in a number of online questionnaires. These will serve as input for your report.

Data that we collect about you during the testing day

Recordings of simulations, evaluations by actors, evaluations by yourself, advisor's notes.

During the testing day you will do a number of simulations with an actor, which will be recorded on video. These video recordings will be reviewed by the advisor who will write your report, to form a picture of your practical behaviour.

In addition, both the actor and you will complete an evaluation form about the simulations. You can indicate what you thought did and did not go well during the simulation. During the interview, the advisor may keep notes.

Report

All the above data will be processed into a report, written by the advisor with whom you conducted the interview. This report will be made available to you via a secure system. After this, you can let us know if you give your permission to share the report with the client.

On which legal basis do we process your data

We carry out the assessment to be able to sketch a good picture of your work qualities, from the perspective of your potential for things such as your analytical skills, your personality and your motivations. In order to do this, we need information that we collect using online questionnaires, simulations and an interview. Based on years of experience and our background in organisational psychology, we believe that the above information can best be obtained with the help of these online questionnaires, simulations and an interview. We therefore see it as our legitimate interest to process these data.

How long do we keep your data

After the report has been made available to you, we will destroy your data after 6 weeks. We use this retention period because we feel obliged, given our professional code, to give you the opportunity to file a complaint within that time about our professional conduct.

The only information we keep longer is your name. This is stated on the invoice to our client. Under tax law, we must keep this information for 7 years.

Anonymous data

For your account within the HFMtalentindex application, your data will be rendered anonymous. As a result, it is no longer possible to deduce that this information has ever been yours, but it is still possible to carry out research at group level into the people who filled in the online questionnaires. Anonymous data is retained within the application. Because we consider it important to take all possible care, you may also inform us in advance that you do not want us to keep any anonymised data of you. You can not state this afterwards, because once the data has been anonymised we will no longer be able to find out which data related to you.

Sharing data with third parties

HFM will share personal data with third parties in the following cases:

- With the client, if you give your express permission to do so. If we receive your consent, the report(s) you have been able to view, will be provided to the client;
- With the advisor with whom you conduct the interview;
- With our processor SENTIA B.V., to carry out the part of the service assigned to them (hosting). We have an agreement with SENTIA which states that they (a) will never pass on your data to third parties and (b) will not have access to your data unless this is necessary to resolve technical problems;
- If this is required within the applicable laws and regulations.

Security

HFMtalentindex is ISO 27001 certified. This means that you can be assured that appropriate security measures have been taken within the HFMtalentindex application against unauthorised access, adaptation, disclosure or destruction of data. This includes internal audits of our policies and security measures regarding the collection, storage and processing of data, as well as physical security measures to protect against unauthorised access to systems on which we store personal data.

Your privacy rights

HFM makes every effort when you ask for it:

- a) to **inform** you about the personal data that HFM processes from you;
- b) to give you **access** to the personal data that HFM processes from you;
- c) to **correct** the personal data that HFM processes from you if it is not correct;
- d) to **delete** all or part of your personal data;
- e) to **limit** the processing of your personal data because:
 - a) the personal data are inaccurate;
 - 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) to **stop processing** because you object to the processing.

HFM is not legally obliged to comply with every request. HFM may refuse your request if:

- a) HFM has the right to continue processing;
- b) you unreasonably repeat the request;
- c) the handling of the request requires excessive technical efforts;
- d) the privacy of others would be jeopardised;
- e) your request is impracticable in practical terms.

Handling request

If HFM receives such a request from you, HFM will ask you to identify yourself before we answer and handle the request. This is to prevent your data being made available or being changed by someone else, pretending to be you.

HFM will reply to your request within 4 weeks of receiving it. This term can be extended if your request is complex. Normally we will carry out your request, of course, but it is possible that this is not possible. If we cannot execute your request, HFM will explain to you why that is. This also applies when we consider an extension of the response period necessary.

If you do not agree with our reply, you can submit a complaint to the Data Protection Authority of the Member State in which you live, in the Netherlands this is the 'Autoriteit Persoonsgegevens'.

HFM does not charge you for answering and/or processing your requests.

Changes to this Privacy statement

This Privacy statement can be changed from time to time, for example to keep it in line with the applicable laws and regulations. If this Privacy statement is changed, this will be made known.

This Privacy statement was last modified on August 9, 2018.