

# Privacy statement HFMTalentindex websites

## Because HFMTalentindex cares about your privacy

### Summary

- This is the privacy statement of Hofkes Frölke Meekel Organisatiepsychologen B.V. in Amsterdam (“HFMTalentindex”), for its websites [www.hfm.nl/](http://www.hfm.nl/) | [www.hfmentalentindex.com/](http://www.hfmentalentindex.com/) | [www.hfmentalentindex.de](http://www.hfmentalentindex.de) | [www.hfmentalentindex.fr](http://www.hfmentalentindex.fr) (“HFMTalentindex websites”).
- 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.
- For questions or complaints about how HFMTalentindex acts with your personal data, you can contact the Data Protection Officer:
  - Via e-mail: [privacy@hfm.nl](mailto: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

### 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.

### **Personal data that you provide when downloading / requesting information**

If you make a contact request via our websites, request a trial assessment, or download a document, you will be asked to submit certain personal data.

We use this information to send you the requested information. In order to potentially inform you, by telephone or email, about HFMtalentindex products and services that may be of interest to you, we ask you for a number of additional details (such as your organisation and function).

### **Personal data that you provide when signing up for our 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.

### **Personal data that we obtain from other sources**

When you request / download information from our websites, we can use your LinkedIn profile to determine whether it is useful to inform you, by telephone or email, about relevant HFMtalentindex products and services.

## **On which legal basis do we process your data**

We process your data to determine whether HFMtalentindex can provide you with products and services that are relevant to you and whether you and your organisation fall within the target group of HFMtalentindex. We therefore see it as our legitimate interest to process these data, in accordance with Recital 47 of the GDPR. Of course you always have the right to object to this, as can be read under the heading 'Your privacy rights'.

## **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**

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

- **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 third party websites

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.

## Security

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.

## Your privacy rights

HFMtalentindex makes every effort when you ask for it:

- a) to **inform** you about the personal data that HFMtalentindex processes from you;
- b) to give you **access** to the personal data that HFMtalentindex processes from you;
- c) to **correct** the personal data that HFMtalentindex 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.
- g) withdraw your **consent** for processing your personal data.

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

- a) HFMtalentindex 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 HFMtalentindex receives such a request from you, HFMtalentindex 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.

HFMtalentindex 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, HFMtalentindex 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'.

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

### **Changes to this Privacy statement**

This Privacy statement can be changes 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 1, 2018.