

Privacy statement HFMTalentindex Certification

Because HFMTalentindex cares about your privacy

Summary

- This is the privacy statement of Hofkes Frölke Meekel Organisatiepsychologen B.V. ("HFMTalentindex") for the use of HFMTalentindex Certification. In this statement, we want to give you, as a data subject, more insight into the data that HFMTalentindex processes, the purposes for which we process them and the way in which they are processed;
- 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;
 - 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 from your organisation

Name, email address, gender.

We receive this information via the registration form for Certification training. These data are used to create an account for you within the online application where you will complete the questionnaires and to personalise your report(s).

Answers and scores on online questionnaires

Depending on the assessment programme, you will fill in a number of online questionnaires. You can access the results of these questionnaires directly, in the available report(s).

We allow you to fill in these online questionnaires to introduce you, as a future (administrator) user of HFMTalentindex Online Assessment, to the online application and the resulting report(s). This will enable you to better deal with questions that you, as a(n administrator) user may get from participants.

On which legal basis do we process your data

We carry out the assessment to properly inform you about the possibilities of the application. We do not share your information with your employer and these will not be(come) part of your organisation's HFMTalentindex application. Your participation takes place on a voluntary basis. In order to ensure that you participate in the assessment voluntarily, we ask you to give your express permission for this. You have the right to withdraw your consent at any time. Please note that the withdrawal of the consent does not affect the legality of the processing on the basis of the permission before it is withdrawn.

How long do we keep your data

After you have completed the assessment, you can immediately download the available report(s). Your data will be destroyed 3 weeks after the Certification training for which you are registered.

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 are 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 have been anonymised we will no longer be able to find out which data related to you.

Sharing data with third parties

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

- 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

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.

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 of 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 May 16, 2018.