



## Privacy Policy

### Privacy Statement

Selectum is committed to protecting your privacy and we want to be clear about how your data is collected and what we use it for.

Our primary activity is providing work finding services and we require your personal data to provide this service. All of the information you convey to us will only be used for the purpose of these services or for legal and/or regulatory compliance.

Selectum is the data controller for the information that you provide to us unless we advise otherwise. We do not share your data with third party marketing bodies and your details are held securely by us and/or our data processors. Your information may be held in electronic or physical formats.

### Work Finding Services / Staff Resourcing

Selectum does not request more information from you than is required for us to provide work finding services to you or to assess your suitability for employment with Selectum. There is no obligation for you to provide any information that we request but you should note that withholding certain information may affect our ability to assess your application or represent you.

There are a number of ways in which you may forward your details to us. You may apply through our web site [www.selectum.nl](http://www.selectum.nl), you may forward your CV to us direct to one of our recruiters. Selectum also advertises vacancies on a range of social media and job boards. We always document in our adverts who we are.

For work finding services, your relevant personal data is available to our recruiters and account managers

### Assignment / Employment Data Usage

On receipt of your application details, the applicable recruiter will assess your suitability for the position applied for. And where appropriate we will contact you to organize an interview. We will always contact you to discuss the opportunity and provide further details prior to any submission. A record of our contact, the applicable client, vacancy and candidate submission will be registered on our recruitment database.

On successfully securing an assignment through Selectum or a staff position with us, we may request additional details from you. We will only ask for information that we will use in your legitimate interest to ensure that you can undertake the applicable assignment or job. This may include:

- Identity proof to validate your right to work in a particular country
- Supporting information to secure a work permit or visa
- Permission to conduct a criminal records check for statutory or immigration purposes
- Emergency contact details and next of kin
- Data to organize a pre-employment, mobilization or other form of medical assessment including the provision of inoculations
- Training, qualification or professional affiliation certification
- Data to enable the provision of medical, life insurance, pension or other welfare provisions
- Banking and social security details

For certain assignments, we may ask you for personal data relating to your family, for example if we were to hire you for an expatriate role with accompanied status.



Your hiring data will be securely retained on our recruitment, payroll and finance systems to enable related transactions such as timesheet processing and payment to you to be conducted. Along with our recruiters, relevant data will become available to our back office team for standard internal and statutory data processing activities.

We retain work finding service related records for a period of one year. Should we have no contact with you during that period then your record will be deleted from our recruitment database.

### Third Party Data Processors

In hiring you, we may engage with a third party to process your data under our instruction. These contracted organizations will not distribute your details further unless requested or required for statutory or compliance reasons. Data will be held securely and these organizations may include amongst others:

- Statutory bodies such as tax authorities, borders agencies or financial auditors
- Governmental, immigration, judiciary and other formal public bodies
- Compliance organizations for offshore mobilization registration or security clearance
- Referees for the purpose of securing references
- Educational establishments or professional bodies for qualification confirmation
- Certification bodies
- Medical, life insurance, pension or other welfare organizations

You will be required to complete forms for most of these bodies. These forms and associated documentation will make it clear who your data is going to. We will ensure that you are notified of each instance and that you are able to withdraw your consent at any time.

### The Selectum Website

We may collect and process the following data about you:

- If you contact us, we may keep a record of that correspondence
- We may also ask you to complete voluntary surveys that we use for research
- Details of transactions you carry out through our site
- Details of your visits to our site and the resources that you access

All information you provide to us is stored on secure servers.

The Selectum website has security measures in place to protect the loss, misuse and alteration of the information under our control.

A Cookie is a piece of information that is stored on your computers' hard drive by your web browser. When you have registered an account on our website our computer server will recognize the Cookie when you revisit our website and provide us with information about your last visit. Most browsers accept Cookies automatically but usually you can alter the settings of your browser to prevent this.

### Your Rights

You have a responsibility to ensure that the data that you provide to us is correct. If it is incorrect, please let us know. If you would like to review the information we have collected on you, please see the contact email address below.

# Selectum



You have the right to have the information we retain on you erased if it is your wish and we do not have a legitimate reason for retaining it. We will complete erasure requests within 40 days of request receipt.

You retain other rights in relation to expressing or withdrawing consent, right to be informed and for data portability along with data rectification, automated decisions/profiling and objections. More details on these rights can be found at <https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/avg-nieuwe-europese-privacywetgeving> .

If you have any questions about this privacy statement or your dealings with this website contact: [p.haers@selectum.nl](mailto:p.haers@selectum.nl)