

PRIVACYSTATEMENT

The careful handling of personnel information is for MILES payrolling B.V., MILES temporary employment B.V. and MILES international payrolling B.V., (hereinafter referred to as MILES human capital), of great importance. Personal data are therefore carefully processed and secured. In this regard we comply stringently with the Personal Data Protection Act (*Wet bescherming persoonsgegevens*) and, as of May 25, 2018, with the General Data Protection Regulation (GDPR).

MILES human capital is designated as a responsible party for the processing of personal data. MILES human capital processes your personal data with the following objective:

Purposes of data processing:

- The execution of one or more agreements, entered into by MILES human capital, its employees, agents and clients;
- Entering into one or more agreements between MILES human capital, its employees and clients, for the payment of hours worked by those involved and for the processing of other data in connection with employment, the writing of invoices and the passing on of these to principals.
- The storage, consultation and correction of personal data.

Legal basis for processing

MILES human capital processes personal data on the following legal basis:

- The processing of personal data is necessary for the execution of an agreement.
- The processing of personal data is necessary for fulfilment of a legal obligation.

Categories and sources of personal data

MILES human capital has the following information:

- Name and address
- Telephone number
- E-mail address
- Date of birth
- Gender
- Occupation
- Information related to nationality, health, membership in professional organizations, criminal records or national identification numbers
- Financial data (bank account numbers, income records, etc.)
- Derived financial data (income bracket, automobile ownership, etc.)
- Certificates of employment

In certain cases additional data are processed, for example in service of a rehabilitation process, in the execution of an attachment of earnings or in the resolution of a legal conflict. The key principle in such matters is that we process no more information than necessary.

Special personal data

MILES human capital processes special personal data solely to the extent to which you grant explicit written permission or on the basis of (other) legal grounds.

Special personal data shall always be obtained from the following sources: the employee him-/herself, the user, the principal or the agents; this never involves public sources.

Recipients of personal data MILES human capital extends your personal data to:

- Akyla B.V.
- Principal / substantive employers
- Employment agents

Freelancers / Self-employed persons

Do you make use of MILES human capital services as a Freelancer / Self-employed person? If so, MILES human capital treats you in the same way as we do regular payroll employees. We register only relevant supplementary data such as your Chamber of Commerce number.

Why does MILES human capital use an employee's personal data?

We process the personal data to be able to properly execute the labour agreement entered into by you and MILES human capital. Additionally, we use the data to execute the agreement that we have entered into with our principal (your substantive employer) or agent.

Transfer to third parties

- Dutch tax authorities
- Occupational Safety & Health Service / company doctors
- Inspectorate of the Ministry of Social Affairs and Employment
- Pension insurers
- Agents for pension insurers
- Leasing companies
- Income protection insurers
- Agents for income protection insurers
- Accountants
- Education and training institutions
- Collective health care insurers
- Collection agencies / bailiffs

Use by third parties

In certain cases MILES human capital shares your data with principal employers and suppliers. Examples of the latter include: training institutions, auditing firms, governmental organizations, sub-contractors, companies and/or persons, including processors and company doctors, contracted by MILES for the execution of certain tasks.

Data can also be shared with third parties to support you in the execution of your work for the principal, for example to facilitate requests for certificates and access passes to the work place.

It can also happen that the principal uses your data for the execution of a security check.

MILES can also provide your data to third parties when, based on applicable law, regulation, judicial order or lawful judgement, they are either entitled or obliged to, or have received your consent to.

Occasionally it will be necessary to provide a party with your personal data in order to comply with the law, as is the case with transfer to the Dutch tax authorities, the UWV (Employee Insurance Agency), Occupational Safety & Health Service / company doctors, the (mandatory) pension insurer and the Inspectorate of the Ministry of Social Affairs and Employment.

What personal data from principal employers and agencies does MILES human capital process?

MILES human capital processes for example the following data from principal employers and agencies:

- Name and work address details
- Contact details: e-mail address, details to maintain contact
- Position with the principal employer: job and contact details
- Chamber of Commerce information
- Financial information
- Contact times: to be of good service to you, times to contact you by telephone and e-mail are registered

Why does MILES human capital use these personal data from principal employers and agencies?

The data mentioned are processed for the following purposes:

- to allow you to make use of our services and/or to align your processes and systems with ours;
- to enter into and maintain a business relationship with you;
- to agree on assignments and/or have them executed;
- to inform you, for example by e-mail and newsletters, of our service provisioning and other activities, and to extend special offers to you;
- to grant you access to and the use of our closed portals;
- to assess your creditworthiness;
- to comply with relevant laws and regulations.

Storage period for personal data

Your personal data are stored in compliance with the privacy profile that you can check in your own E-uur environment. MILES human capital uses the following criteria to determine the period for which your personal data are stored: See account settings in E-uur.

MILES human capital keeps your personal data no longer than is necessary for the purposes for which these data were collected, and we comply fully with the relevant laws and regulations.

As an employer we keep your personal data for as long as you are employed by us. Thereafter, we are legally obliged to retain some of the data until 7 years after you entered our employment. The data are cleaned annually.

Rights of the Data Subject

You have the right to request from us access to and correction and/or erasure of the data concerning you that we process. Furthermore, you have the right to request us to restrict the processing of your personal data and the right to lodge an objection to the processing of your personal data.



As a Data Subject you have the right to request MILES human capital to return your personal data in a structured, commonly used, machine-readable and interoperable format, so that you can, if desired, transmit them to another Processor.

Contact details

For questions regarding this privacy statement and the processing done by MILES human capital, you can use the contact details below. To submit requests for access, correction/erasure, or restriction and objections, you can use your E-uur profile page.

MILES human capital

Voorschoterweg 23G
2235 SE Valkenburg ZH
E-mail: Info@miles-hc.com
Tel.: 088-089 9080

Data Protection Officer

A. de Vries

E-mail: privacy@miles-hc.com
Tel.: 088-089 9080

Complaints

Should you have a complaint regarding the processing of your personal data by MILES human capital, please contact our Data Protection Officer by the above mentioned contact details. As a data subject you also have the right to submit a complaint to the supervisory authority.