

Privacystatement

Your privacy is important to us.

At HOBII, we are aware of how crucial the protection of your personal data is, ensuring security and transparency. We make every effort to process this personal data responsibly, in accordance with applicable data protection laws. This applies to all countries where HOBII operates.

This privacy statement outlines HOBII's general privacy policy regarding the collection, use, and exchange of personal data about visitors and users of the website (1), applicants, (potential) candidates, temporary workers, internal staff members of HOBII (2), employees of suppliers, clients, and other business relationships, as well as other organizations with whom HOBII has or is considering a business relationship. The privacy statement clearly indicates how we handle your personal data.

Who We Are

Together with the subsidiary companies listed below, we form HOBII:

- HOBII Groep, Chamber of Commerce (KvK) 16085170
- HOBII Staffing B.V., Chamber of Commerce (KvK) 17093022
- Welcome Housing B.V., Chamber of Commerce (KvK) 55310648
- HOBII Support B.V., Chamber of Commerce (KvK) 17273213

HOBII is responsible for processing personal data as outlined in this privacy statement. The headquarters of HOBII is located in Veghel, the Netherlands, at the following address:

HOBII
H. Hartplein 1
5462 EA Veghel

P.O. Box 58
5460 AB Veghel
T: +31 (0)413 870 000
E: info@hobij.nl

Who do we collect data from?

HOBIIJ processes your personal data because you use our services and/or because you provide this data to us yourself. We collect personal data from:

1. Visitors and users of the website

In general, our websites - www.hobij.nl, www.hobij.pl, www.hobij.ro, and www.hobij.eu - can be visited without your personal data being transmitted to us. As soon as you visit the HOBIIJ website, non-identifiable information related to the type of device, browser, and how you use our website is collected, such as the date and time of access, the source from which you were directly linked to our website, the operating system you use, the parts of the website you visit, and the pages of the website you have visited. This information helps us improve the websites, enhance your user experience, and serve you as best as possible. We process this information:

- with your consent (by allowing cookies)
- to perform the agreement and/or terms of use that we have agreed upon with you

To optimize our websites, HOBIIJ uses cookies and web statistics. We do this to see how visitors use our website. A cookie is a file that is stored on your computer. These cookies can be recognized upon your next visit to our website.

Once you provide us with data by filling out a form, applying for a job, or registering where you create an account, we process the data you provide to us. We ask you to only provide us with information that is accurate and relevant. We collect personal data from you to:

- respond to inquiries, tips, feedback, job applications, or requests if you have filled out a form or left data;
- provide information about our services and other activities and better tailor them to your wishes and qualities;
- approach you for offers, events, and other information that may be of interest to you;
- send you emails such as newsletters or job alerts if you have signed up for them (opt-in);
- process your feedback or complaints or respond to them in order to improve our services and resources or to better serve you.

2. Applicants, (potential) candidates, temporary workers, internal staff members of HOBII, and/or other individuals

We process personal data that is necessary for our services. We collect and process your data solely for the execution of our HR and recruitment services, including mediation, temporary employment, secondment, recruitment & selection, personal development and employability, reintegration, career guidance, advice, planning, and personnel and salary administration. Without this data, we cannot perform our services.

The information we collect is processed:

- to perform the agreement and/or terms of use that we have agreed upon with you;
- to comply with a legal obligation;
- based on a legitimate interest that is in accordance with or arises from the stated purposes;
- in limited cases: with your consent, where possible, and where you can give this consent freely. (If you are under 16 years of age, we require the consent of your parents or the person who holds parental responsibility).
- to communicate (clearly and accurately) with you;
- to make offers and/or provide information about the services and other activities and tailor them better to your wishes and qualities;
- to approach you for commercial offers, newsletters, events, and promotional activities that may be of interest to you, only if you have subscribed to them (opt-in);
- to process your feedback or complaints or respond to them to improve our services and resources or to better serve you;
- to improve our services; for example, if we record conversations for training purposes, we will inform you in advance;
- to assess your suitability and availability for mediation into permanent or temporary work or an assignment, which may also involve the use of test results, reference checks, social media (only if truly relevant for the position and indicated in the job description);
- to gain insight into companies where you may be deployed or through whom you may be deployed, or how we can support or advise you in finding work;
- to introduce you to our clients, which may also include audio and/or visual material, in the case of videos or photos: only if you have voluntarily provided them to us, or have allowed them to be provided; to schedule you as best as possible according to your preferences and availability and the opportunities at our client;
- to enter into and maintain an employee or personnel/mediation relationship with you and to perform the relevant administration for this;
- to fulfill our reintegration obligations and to comply with (government-imposed) purposes to help individuals with a greater distance from the labor market find employment;
- to perform the necessary actions and administration in case we are self-insured;
- to document an assignment with the client in an agreement with the client and to maintain and fulfill the agreement with the client.

- Processing certain job-related data as part of a pre-employment screening.
- Promoting your personal and career development and employability, including through training, education, and testing.
- For management purposes including management information, conducting internal controls and company safety, and performing audits and accounting checks.
- For quality purposes such as certification.
- To claim subsidies, premium discounts, wage cost advantages, etc.
- If we have entered into an employee or personnel/mediation relationship with you, for compliance with laws and regulations, including but not limited to identification, labor laws, tax and social security laws, pension, fraud prevention, and national and

international sanction laws.

- For marketing purposes in case of filming or photo shoots; a consent form with personal data, pointing out the right to one's own image and the use of the visual material, is part of this.

Additional data may be desirable to better tailor our services to your preferences, qualities, and/or availability or to meet more specific questions or obligations regarding the position and/or from clients. We ask you to only provide us with information that is accurate and relevant.

We may also collect (contact) information from you if you have posted it on public means or channels (such as LinkedIn), only if we have a legitimate reason to believe that you would be interested in work or our services. In that case, we will approach you to assess your interest in registering with us in accordance with our terms and conditions and in accordance with this privacy statement. You are responsible for personal data that is available about you on the internet. Check this regularly, and if you do not want information to be available to third parties, shield it properly.

More specifically, it concerns - among others - the following (documents with) personal data:

Upon registration;

- Personal details (name, address, email address, etc.);
- Date of birth, age, gender;
- Curriculum vitae (CV), information about education, internships, and work experience;
- Data on training and education and/or tests that you have followed or done yourself or through us;
- Data on availability and leave;
- Other data that may be relevant in the context of evaluating your suitability as a candidate, such as references and certificates;
- Passport photo and/or video (introduction) - on a voluntary basis.

A copy of the ID document may be stored and checked during recruitment and selection to verify your eligibility to work in the Netherlands. If you do not start working for HOBII within four weeks, the ID document will be deleted.

Data regarding your gender is requested for communication purposes, and data about age is used to identify you in our systems and to determine if we have certain obligations (such as regarding wages and whether we need parental consent).

Once you can start working for or are working/have worked for HOBII;

- Nationality, citizen service number (BSN), ID proof, work permit;
- Other data related to personnel, salary, and absence registration.

If you are lent out to a client through us;

- Data necessary for the limitation of the liability of the hirer (such as address, date of birth, BSN, type of ID, number and validity period, if available: residence permit, A1 statement, work permit).

In some cases, HOBII also records special personal data when necessary to comply with our legal obligations or if otherwise permitted by law. 'Special personal data' refers to genetic and biometric data, health, criminal personal data, and/or personal data about unlawful or disruptive behavior, etc. Separate explicit consent will be requested for this recording.

3. Employees of suppliers, clients, and other business relations

We process personal data of individuals working for companies with whom we do business (1) to provide information about the services and other activities, (2) to maintain a business relationship, and (3) to conclude and maintain a contract.

We process this information;

- to perform the agreement and/or terms of use that we have agreed upon with you;
- to comply with a legal obligation;
- based on a legitimate interest that is in accordance with or arises from the stated purposes; (why do we process personal data) this is done based on careful assessment and balancing of interests
- based on your consent.

What personal data do we collect from you?

- Name and contact details;
- Job title;
- Company details or the company you represent;
- Data to maintain a good business relationship with you;
- Data for events and gatherings. We collect your data to;
- record, maintain, and fulfill the agreement with you;
- communicate with you;
- maintain a good business relationship with you, to;

- make offers, provide corporate gifts, and/or provide information about the services and other activities;
- approach you for commercial offers, newsletters, events, and promotional activities that may be of interest to you, only if you have subscribed to them (opt-in).
- to invoice;
- to determine creditworthiness;
- to provide you and/or your colleagues access to the portal and to arrange account management;
- for reporting purposes (for example, to provide the correct person with the correct report);
- process your feedback or complaints or respond to them to improve our services and resources or to better serve you;
- improve our services.

How long do we retain your data?

We retain data of (potential) candidates, applicants, temporary workers, internal staff members of HOBIIJ, employees of suppliers, clients, and other business relations to fulfill the purpose for which it was collected. The required retention period depends on the relevance of the data for maintaining or recording our relationship and is determined based on laws and regulations and any potential claim risks, with the principle being that we do not retain the data longer than necessary.

For potential candidates, applicants (if you have not (yet) worked for HOBIIJ), this means that your placement data (CV, work experience, education, test results, etc.) are available for up to two years after the last contact if you have not worked for HOBIIJ.

For temporary workers or internal staff members (if you work or have worked for HOBIIJ),

this means that your personal data is available for up to two years after the end of employment. Certain personal data may be available to HOBII for longer periods for purposes such as claims, audits, and tax obligations.

If you no longer wish to be mediated, you can indicate this, if applicable, to your contact person at HOBII or unsubscribe by sending an email to privacy@hobij.nl. Your account will then be deleted, and you will no longer be approached or mediated by HOBII. For registrations, your personal data will still be available for three calendar months in a secure environment (for Recruitment & Selection, this period is 24 months) due to claim risks. In the case of temporary workers and internal staff members, your personal data will be archived in a secure environment after two years.

In the secure environment, your data is only available to HOBII under strict conditions in accordance with the specified purposes and deadlines. After the mentioned periods, your data will be permanently deleted.

If clients have an account in the customer portal, personal data related to this account will be available for up to two years after the last placement.

When do we collect your data?

We collect your personal data, for example, when:

- you visit our websites or use the flex or client portal;
- you fill in or leave your data on our website;
- you create an account on the website or via the flex or client portal;
- you register yourself at one of our branches; or
- you sign up or are signed up in other ways to use our services or to provide you with a service.

If HOBII has not received data directly from you, we collect data:

- from social media, only if we have a legitimate reason to believe that you would be interested in work. In that case, we will contact you to inquire if you are interested in registering with us or using our services in another way. If you are not interested, we may process relevant data to respect your wish not to be contacted by us;
- if we receive personal information from reference contacts provided by you;
- as customers, where you have been offered or where you work or have worked, share personal information about you with us or register you for our services; if this is part of or arises from our agreement;
- from suppliers in the context of hiring and lending, in which case we have agreed with the supplier that they inform you and refer to our privacy statement.

Sharing of your personal data

HOBII may disclose your personal data to the following (categories of) recipients:

- group companies that are part of HOBII;
- subcontractors and suppliers (such as data processors) who provide services or carry out assignments on behalf of HOBII. These recipients only have access to the data they need to perform their tasks and are bound by contractual obligations;
- third parties such as service providers who perform functions on our behalf (including testing, training, and/or examination institutes, parties conducting customer satisfaction surveys for certifications, external consultants, business partners, and professional advisers such as lawyers, auditors, technical support functions, and IT

consultants developing and testing our systems);

- clients to whom we can introduce you, where you work or are working through us, or who ask us to use our services for your career guidance, coaching, mediation, or outplacement;
- individuals and organizations that have information about, for example, your references or qualifications (such as diplomas) or to whom we provide data at your request, or who provide us with information at your request, such as current, former, or prospective employers, trainers, examination institutes, and employment agencies;
- third parties to whom we provide data, with your explicit consent, or with whom we share data at your request in connection with data portability;
- pension fund, if applicable;
- government agencies and other entities (such as subsidy applicants) if we believe we are obliged or entitled to do so.

And in all other cases where we are required to do so, for example, by a court order or judgment.

Sharing personal data is based on a legitimate interest, consent, legal obligation, and/or to perform the agreement in accordance with the purposes mentioned in "Why do we collect your personal data?"

HOBIIJ is internationally represented in various EU countries. Your personal data may be transferred or stored within these countries. In which EU countries (outside the Netherlands) is HOBIIJ established:

Poland

- HOBIIJ International Work Force Sp. z o.o. - Opole
ul. Kołłątaja 10/4
45-064 Opole - Polska

T: +48 (0)77 415 32 04

E: opole@hobij.pl

Romania

- HOBIIJ Romania
Str. Mircea cel Batran, nr. 99C, Etaj 3, Birou 5, Interfon 5
900592, Constanta, Romania

T: +40 (0)341 452 196

E: aplica@hobij.ro

HOBII has taken necessary measures to ensure that the transferred personal data are adequately protected. Your personal data may be transferred to one or more countries where HOBII is established and/or represented and processed there. We only transfer your personal data to countries outside the EU where the European Commission believes that you have an adequate level of protection or where HOBII or its group companies have taken appropriate security measures to safeguard the privacy of your data. For questions about this, see contact details below.

Your Rights

You have the right to request:

- Access to the personal data we process about you;
- Rectification of your personal data;
- Deletion of your personal data or restriction of processing: in certain circumstances, unless we have a good reason, such as a legal obligation, to process or not to delete the personal data;
- Restriction of or objection to the processing of personal data;
- Data portability.

In the case of your request, to protect the personal data, we will need to verify your identity.

We do not use automated decision-making based solely on automated processing, including profiling. For flex workers and clients with an account in the flex or client portal:

- If you have your own account, you have access to a large part of your personal data and as a candidate, flex worker, or client, you can download the data for data portability. You can also change some data yourself, such as making adjustments to your CV if applicable, or your account details.
- If the processing of your personal data is based on your consent, you also have the right to withdraw your consent at any time. However, withdrawing your consent does not affect the lawfulness of any processing based on your prior consent before we receive such withdrawal or in case further processing of the same data continues under a different legal basis, such as a contract or legal obligation of HOBII.

Below is how you can withdraw your consent:

- If you have signed up to receive information on newsletters, events, alerts, or other messages, you can unsubscribe via the unsubscribe option in the email you receive;
- You can prevent cookies from being placed via your browser settings, but you can also change or delete your cookie settings from your device at any time via the browser settings;
- If you want to change or delete data that you cannot adjust yourself, you can contact your contact person and/or HOBII branch or via privacy@hobij.nl.

Questions, Comments, Complaints, or (Suspected) Data Breach

If you have any questions, please contact your contact person and/or HOBII branch. You can also contact us via the general contact details. General contact details for HOBII in the Netherlands:

HOBII (Head Office)
H. Hartplein 1
5462 EA Veghel

T: +31 (0)413 870 000
E: info@hobij.nl

If you have complaints, we would like to hear from you so that we can assist you further and, if necessary, adjust/improve our services/work processes.

If you have questions, comments, or complaints about the protection of your personal data by HOBII, please contact our Data Protection Officer. This can be done in writing via privacy@hobij.nl or via the general telephone number +31 (0)413 870 000, indicating that the question/comment/complaint is addressed to the Data Protection Officer. Additionally, you have the right to lodge a complaint about the processing of your personal data with the Dutch Data Protection Authority.

Is there a data breach or suspicion of one? For example, if you suspect loss or unauthorized access to personal data, please let us know immediately via privacy@hobij.nl.

Protection of Your Data

HOBII takes all necessary measures to protect your personal data optimally. We do this based on our information security policy. To this end, we have implemented physical, administrative, organizational, and technical measures, taking into account the latest state of the art, to prevent unlawful use. These measures are regularly evaluated and updated where necessary.

If data is provided to data processors who provide services or perform tasks on behalf of HOBII, HOBII has agreed with them to also secure the personal data optimally.

You should be aware that you are responsible for the security of your computer equipment and/or phone and your own internet connection, and that it is never 100% secure. The transmission of personal data over the internet is therefore at your own risk.

Changes to Privacy Statement

HOBII may make changes, additions, or modifications to its privacy statement from time to time for various reasons. The most current privacy statement can always be viewed on the website. We recommend that you regularly review the privacy statement.

Version: November 2023

This statement complies with the General Data Protection Regulation (GDPR), which has been in effect since May 25, 2018.