

PRIVACY REGULATIONS

L&P Arbeidsbemiddeling B.V.

Pursuant to the General Data Protection Regulation (GDPR) and the Dutch GDPR Implementation Act, L&P Arbeidsbemiddeling B.V. applies these privacy regulations for the purpose of its activities as a temporary employment agency. These regulations set out the rights of data subjects, including the right to be informed about the processing of personal data, the right of access, correction, supplementation or deletion of such data.

L&P Arbeidsbemiddeling B.V. informs temporary workers and clients about these privacy regulations. These regulations are available via the website of L&P Arbeidsbemiddeling and can be provided upon request.

Article 1 - Purpose and scope

These privacy regulations apply to the processing of personal data of temporary workers, applicants, employees and clients by L&P Arbeidsbemiddeling B.V. Personal data are processed exclusively for purposes related to the performance of activities as a temporary employment agency.

Article 2 - Legal framework

L&P Arbeidsbemiddeling B.V. processes personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and applicable Dutch laws and regulations. Personal data are used solely for the purpose for which they were obtained and are accessible only to employees who require such data for the performance of their duties.

Article 3 - Processing of personal data

L&P Arbeidsbemiddeling B.V. processes only personal data that are necessary for:

- recruitment and selection of temporary workers
- entering into and performing temporary employment agreements
- planning and deployment with clients
- payroll administration and invoicing
- compliance with statutory obligations (such as tax and labour legislation)
- communication with temporary workers and clients

L&P Arbeidsbemiddeling does not process medical data. Sick reports are recorded solely for administrative purposes (for example, the date of the sick report). Medical information is neither recorded nor requested.

Article 4 - Duty of confidentiality

All employees of L&P Arbeidsbemiddeling B.V. are expected to handle personal data discreetly and with due care. Employees are bound by a duty of confidentiality. This duty of confidentiality is established upon commencement of employment and remains in force during and after termination of the employment relationship.

Article 5 - Access, correction and deletion

Data subjects have the right to:

- obtain access to the personal data recorded about them
- have incorrect data corrected
- have data supplemented or deleted, insofar as legally permitted
- be informed about to whom their data have been disclosed

Requests may be submitted to L&P Arbeidsbemiddeling B.V. and will be handled within the statutory time limits.

Article 6 - Disclosure to third parties

L&P Arbeidsbemiddeling B.V. discloses personal data to third parties only if this is necessary for the execution of services or to comply with a statutory obligation. This includes, among others, clients, payroll processors and government authorities.

Personal data are not disclosed to third parties without a valid legal basis. Data processing agreements are concluded with parties that process personal data on behalf of L&P Arbeidsbemiddeling.

Article 7 - Retention periods

Personal data are retained for the legally prescribed periods. In general, data are retained for as long as necessary for the performance of the agreement and to comply with statutory obligations, such as the fiscal retention obligation.

After the expiry of these periods, personal data are deleted or anonymised.

Article 8 - Security of personal data

The processing and storage of personal data take place in a secure environment. L&P Arbeidsbemiddeling B.V. implements appropriate technical and organisational measures to protect personal data against loss, unauthorised access or unlawful processing. Access to systems is limited to authorised employees and secured with personal login credentials.

Article 9 - Complaints

If a data subject has complaints regarding the handling of personal data, he or she may contact the management of L&P Arbeidsbemiddeling B.V. In addition, a complaint may be submitted in accordance with the complaints procedure of L&P Arbeidsbemiddeling or to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

Article 10 - Amendments

L&P Arbeidsbemiddeling B.V. reserves the right to amend these privacy regulations. The most recent version shall always prevail and is available via the website of L&P Arbeidsbemiddeling.