



PRIVACY STATEMENT

iPS Holding B.V. and/or its affiliated companies

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# Privacy Statement

## Organisation and services

iPS Holding B.V. has its registered office at Rivium Boulevard 101 in 2909 LK Capelle aan den IJssel, the Netherlands, and is, together with its affiliated companies (hereinafter referred to individually and collectively as: 'iPS'), which are active under the same name, responsible for data processing (the Party Responsible for Processing within the meaning of the applicable legislation).

iPS is a company that is specialised in deploying qualified personnel in the (offshore) energy, maritime and civil construction sectors. The services of iPS primarily comprise:

- deploying temporary staff and secondment;
- recruitment and selection;
- payrolling;
- salary records;
- personnel management.

## Accountability

This Privacy Statement is a description of how iPS handles privacy-related matters and how it complies with privacy legislation. All aspects of the iPS activities related to privacy law are discussed on the basis of the system of the applicable legislation.

## Legislation

This Privacy Statement has been adjusted as much as possible to the General Data Protection Regulation (hereinafter referred to as: 'GDPR'), which is applicable from 25 May 2018.

This Privacy Statement is also intended for compliance with the responsibility and registration obligations as referred to in Articles 5 and 30 of the GDPR.

## Processing

iPS processes your data from the moment at which you fill in or leave your data on our website, you register physically or digitally, or register or are registered in any other way to use our services.

iPS also processes your data if you have placed it on public media, from which could be inferred that you are interested in the services of iPS. In that case, we will contact you to ask if you are interested in registering with us in conformity with our terms and conditions and with the provisions of this Privacy Statement. If you are interested in the services of iPS, we can process relevant data concerning you, to be able to comply with your wish not to be contacted by us.

iPS does not process more personal details than strictly necessary (data minimisation).

iPS enters into confidentiality agreements and agreements with its customers to safeguard your privacy. If and to the extent that data is submitted to suppliers, iPS has entered into data processor agreements with them.

iPS has a data processing register with a description of all its activities.

## Privacy by Design & Privacy by Default

While developing its working processes, iPS applies Privacy by Default & Privacy by Design:

- Whether and to what extent personal details need to be processed in the new working process is defined in the specifications.
- Which privacy enhancing measures can and are to be taken in developing the new working process is described next.
- Data minimisation is applied, so that necessary personal details are processed exclusively.
- Privacy enhancing measures and data minimisation are also part of the testing and acceptance of the new working process.

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## Categories of personal details

iPS only processes personal details that are necessary for the services. You are responsible for the correctness and relevance of the data you submit. More specifically, the following categories of personal details are concerned:

### At registration:

- Name, address, place, e-mail address and other contact details;
- Birth details, age and gender;
- Curriculum vitae (CV), information about education, traineeships and work experience;
- Details about training and education you have taken yourself or via us;
- Details about availability and leave;
- Other details that are or may be relevant in the context of assessing the candidate's suitability, such as references and certificates.

### At the moment of employment at or via iPS, or in the necessary period that follows:

- Nationality, social security number (BSN), copy proof of identity, and work permit;
- Payment details;
- Other details related to personnel, salary and absence registration.

### For the benefit of maintaining business relationships (customers and suppliers):

- Names, contact details, and positions of contacts.

### Logging website visitors:

- IP address and login details.

iPS only records special personal details to the extent that this is necessary for complying with its statutory obligations.

## Aims

- iPS processes your data for the execution of the services. Your personal details are processed for the following purposes: making offers and/or submitting information about the services and other activities, to ensure that these are tailored to your wishes and qualities better;
- Making commercial offers that may be interesting for you, exclusively if and to the extent that you have opted for this service;
- Assessing your suitability or availability concerning mediation towards regular or temporary work (recruitment and selection) or a commission (temporary work or secondment);
- Entering into and maintaining employment (temporary work or secondment) or mediation (recruitment and selection), and conducting the administration relevant for this (payrolling and salary records);
- Meeting and complying with our reintegration obligations (personnel management);
- Being able to record orders with customers in agreements with customers for the benefit of your employment (temporary work and secondment, as well as recruitment and selection) and to be able to maintain these agreements and comply with them;
- Promoting your personal development and deployability (personnel management), including training, education, conducting safety and security inspections, and performing audits and accounting audits;
- Realising quality purposes, such as certification;
- Complying with legislation and regulations, including but not restricted to labour legislation as well as tax legislation and social security legislation.

## Basic principles

iPS processes your data on the basis of the following principles:

- Permission (at registration);
- Execution of the agreement (temporary work or secondment, recruitment and selection, payrolling, salary records, and personnel management);
- Statutory obligations (temporary work or secondment, payrolling, salary records, and personnel management);
- Legitimate interest (for the benefit of maintaining business relationships and logging website visitors).

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## Retention terms

The retention terms used by iPS depend on the necessity criterion from the GDPR in combination with the directives of the Personal Data Authority, with due observance of the applicable statutory retention terms.

### Candidates

Your personal details at registration will be available to iPS until one year after the end of the application procedure at the latest, if you have not been mediated for or by iPS and have given your permission for this. Without your permission, your personal details will be retained for a term not exceeding four (4) weeks after termination of the application procedure.

If you do not want any mediation to take place for you any longer, you can deregister via the iPS website. At recruitment & selection, your personal details will be retained in a shielded environment for another 24 months for reasons of claim risks. In this shielded environment, your details are exclusively available to authorised employees of iPS, under strict conditions and in compliance with the aims and terms laid down for the purpose. Upon expiry of the terms mentioned, your details will be deleted definitively.

### Employees

Your personal details will be available until two years after termination of your employment. Certain personal details are available to iPS longer for the benefit of statutory obligations, claims and audits for instance.

### Business relations

iPS processes the personal details of those involved working at companies it does business with to make offers for and/or submit information about the services and other activities, to have a business relationship, or to enter into or maintain an agreement. Personal details of business relations are retained for as long as necessary for the benefit of maintaining these.

### Website visitors

Your personal details obtained from log files and Internet monitoring are retained for a term not exceeding six (6) months after they were obtained.

## Rights of those involved

All those involved have several rights, including the right to information, the right to inspection, the right to supplement and rectification, the right to be forgotten, the right to restriction of data processing, the right to objection, and the right to data portability.

If you want to make use of these rights, contact the Privacy Team. The contact details of the Privacy Team are provided at the bottom of this Privacy Statement.

## Recipients

iPS can pass your personal details on to customers, suppliers, other business relations, and public bodies. The submission of your personal details takes place on the basis of permission (at registration), execution of the agreement/statutory obligation (at the moment of employment at or via iPS, or in the necessary period that follows) and/or legitimate interest (for the benefit of maintaining business relationships/logging website visitors).

Your personal details can be passed on outside the Netherlands/European Economic Area. iPS has taken the measures required to ensure that the personal details passed on are protected adequately.

## Security

iPS does its utmost to secure your personal details in the best way possible against loss or unlawful processing. We do this by means of physical, administrative, organisational and technical measures. Only authorised employees have access to your personal details.

iPS demonstrably complies with the standards of the ISO 27001:2022 certification. A data leak notification procedure has been developed as part of the Company Management System in conformity with the requirements of ISO 27001:2022.

## Privacy Team

The management board of iPS has appointed a Privacy Team, consisting of the Data Protection Officer and Privacy Officer(s). If you have any questions, comments or complaints about the processing of your personal details by iPS, please contact our Privacy Team by e-mail via [privacy@ipspowerfulpeople.com](mailto:privacy@ipspowerfulpeople.com) or by telephone via +31 (0)88 447 94 80.

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