

## **Privacy statement Human Rights@Work**

### **Introduction:**

Human Rights@Work respects your privacy, as it is an important human right. This statement applies to all products and services provided by Human Rights@Work

Human Rights@Work, with its registered office in The Hague, Badhuisweg 226, 2597JS, is responsible for the processing of personal data as mentioned in this privacy statement.

### **Personal data we process**

Human Rights@Work processes your personal data, because you use our services and/or because you have provided it to us. Data which Human Rights at Work may need from you or is necessary with regard to the objectives as listed below and that Human Rights@Work in any case and at least processes include:

- Initials and surname
- Company name
- Address details (consisting of street name, house number and ZIP code)
- Telephone number (mobile or fixed line)
- E-mail address
- Bank details

### **Does Human Rights@Work also process special personal data?**

Special personal data concerns sensitive data, for example about your health or a criminal record, ethnical data or data concerning race. Human Rights@Work does not process special personal data.

### **Why we need data**

As soon as you have entered into an agreement with Human Rights@Work, we want to be of service to you in the best possible way. We will therefore use your data for the following objectives:

- To call or e-mail you if the performance of our services requires it.
- To inform you about changes in our services and products.
- In order to deliver products and services to you and send invoices.
- If we are legally obliged thereto, like data we need for our tax declaration.

We can solely use your data for any other objective than originally intended, if both objectives are closely related.

### **Which rules apply to the processing of personal data?**

In the processing of personal data, Human Rights@Work is bound by applicable laws and legislation and keeps up to date with relevant developments. In this meaning Human Rights@Work retains the right to change the privacy statement in order to link the text to the latest state of affairs, as mentioned at the end of the privacy statement.

### **How long do we save data?**

Human Rights @Work will save your data no longer than strictly necessary and in order to put into practice the objectives for which your data was collected.

### **Sharing with others/provision of data to third parties**

Human Rights@Work does not sell your data to third parties and only provides it when absolutely necessary to perform our agreement with you or if it complies with a legal obligation. We enter into

agreements with processing agents to ensure a similar level of security and confidentiality of your data.

#### **Record of website visits (public section)**

Human Rights@Work only uses technical and functional cookies. A cookie is a tiny text file that is saved on your computer, tablet or smartphone when you visit our websites for the first time. The cookies we use are necessary for the technical processing of the website and for your ease of use. They ensure that the website functions properly and remember your configuration preferences. You are able to deregister cookies by configuring your internet browser in such a way that cookies are no longer saved. In addition, you can delete all information that was earlier saved by changing your browser settings.

#### **View, change or delete data**

Naturally, you always have the possibility to view, correct or delete all personal data known to us. Hereto you can send a specified request to [info@humanrightsatwork.nl](mailto:info@humanrightsatwork.nl).

#### **Security**

Human Rights@Work places great store to the security and protection of your personal data. Human Rights@Work has installed fitting technical and organisational measures to secure your personal data and protect it against loss, change, abuse or any (other) form of wrongful processing. Each person, who has access to personal data at Human Rights@Work and/or processes it, is obliged to non-disclosure of this data, in as far as applicable laws and legislation do not stipulate differently. In case Human Rights@Work uses third parties, Human Rights@Work will set up agreements in relation to the necessary security measures within the scope of the protection of personal data. If the impression exists that your personal data is insufficiently protected or indications of abuse are present, please contact us.

#### **Your rights with regard to privacy**

When you request a viewing, correction, placement or deletion of your personal data, Human Rights@Work will inform you within five days. You can submit this request through an e-mail to [info@humanrightsatwork.nl](mailto:info@humanrightsatwork.nl).

#### **Questions**

For questions or remarks about the processing of your personal data and this Privacy Statement, you can contact us through an e-mail to [info@humanrightsatwork.nl](mailto:info@humanrightsatwork.nl)

**This privacy statement was drawn up on 20<sup>th</sup> of May, 2018.**