



i+solutions
Privacy Policy
2020

PURPOSE OF THE POLICY

We are committed to protecting your personal information and your right to privacy. When you visit our website www.iplusolutions.org and use our platform, you trust us with your personal information. We take your privacy very seriously. In this privacy policy, we seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it.

Please read this policy carefully as it will help you make informed decisions about sharing your personal information with us.

KEY WORDS

TERM	DEFINITION
Data subject	A natural person identified or identifiable person about whom we hold personal data
Personal data	Any information to a data subject that we can identify (directly or indirectly) from that data alone or in a combination with other identifiers we possess or can reasonably access, e.g. name, address, birth date, employee number, photographs, IP address, information about education, training, role and salary, sickness and leave records, health data.
Processing	Any operation or set of operations performed on personal data, whether or not by automated means, e.g. collection, recording, organization, storage, adaption or alteration, retrieval, gathering, use, disclosure by transmission, dissemination or otherwise making information available, alignment or combination, blocking, erasure or destruction.
Special categories of personal data	Personal data revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, data concerning health or a person's sex life or sexual orientation, biometric or genetic data, personal data relating to criminal convictions and offences.

WHAT INFORMATION DO WE COLLECT?

The personal information that we collect depends on the context of your interactions with us. The personal information we collect can include the following:

Contact information: we collect names and email addresses when you create an account through our platform to apply for vacancies.

Application documents. We collect CV and other job application data such as motivation letter, and other similar data.

Credentials. we collect passwords, password hints, and similar security information used for authentication and account access.

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

HOW DO WE USE YOUR INFORMATION?

We process your personal information (i) for purposes in reliance on our legitimate business interests; (ii) in order to enter into or perform a contract with you, with your consent, and/or (iii) for compliance with our legal obligations.

WILL YOUR INFORMATION BE SHARED WITH ANYONE?

We process or share data based on the following legal basis:

- **Consent:** We may process your data if you have given us specific consent to use your personal information in a specific purpose.
- **Performance of a contract:** Where we have entered into a contract with you, we may process your personal information to fulfill the terms of our contract.
- **Legal obligations:** We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process.
- **Vital interests.** We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.
- **Third parties.** We may share your information with our business partners, funding organizations and other third parties. There should always be a legal basis for it. We may engage third parties for the provision of services to us, including IT-services, services and other activities. Your data may be shared with and processed by such service providers on behalf of us as required for the provision of the services to us.

HOW LONG DO WE KEEP YOUR INFORMATION?

We will only keep your information for as long as it is necessary for the purposes set out in this privacy policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). No purpose in this policy will require us keeping your personal information for longer than two (2) years past the termination of any contract with i+solutions.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it. If this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store and isolate it from any further processing, until deletion is possible.

HOW DO WE KEEP YOUR INFORMATION SAFE?

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. This implies amongst other things, access controls. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, transmission of personal information to and from our platform is at your own risk. You should only access the services within a secure environment.

WHAT ARE YOUR PRIVACY RIGHTS?

You have certain rights under the GDPR. These include the right (i) to request access and obtain a copy of your personal information; (ii) to request rectification or erasure; and (iii) to restrict the processing of your personal information. In certain circumstances, you may also have the right to object the processing of your personal information. This may happen, for example, when you contest the accuracy of your personal data. To exercise your rights to view, rectify, erase or restrict the processing of your personal information, please use the contact details provided below. We will consider and act upon any request within one (1) month.

DATA BREACH

A privacy data breach occurs when there is unauthorized access to or collection, use, disclosure or disposal of personal information, you will be notified about data breaches when i+solutions believes you are likely to be at risk of serious harm. In the event that i+solutions becomes aware of a security breach which has resulted or may result in unauthorized access, use or disclosure of personal information, i+solutions will promptly investigate the matter and notify the applicable supervisory authority not later than 72 hours after having become aware of it. However, we shall not report any personal data breach which is unlikely to result in a risk to the rights and freedoms of natural persons.



CONTACT

i+solutions
Polanerbaan 11
3447GN Woerden
info@iplussolutions.org