

## Privacy and cookie statement Evolvere BV

Evolvere respects the privacy of all her website visitors. If you visit our site, we will not collect personal data. Except some specific and limited data by using cookies, which we will explain further.

We make sure that your personal data are held securely and treated with care. In case you hold the opinion that Evolvere is not operating according the law, let us now as soon as possible. We will try to fix mistakes and we are open to feedback. If you would like to receive more information about privacy within Evolvere, feel free to contact us by mail: [info@evolvere.nl](mailto:info@evolvere.nl).

### Who we are

The domain evolvere ([www.evolvere.nl](http://www.evolvere.nl)) is a website by Evolvere. Evolvere is in 's-Hertogenbosch, Statenlaan 20, 5223 LA the Netherlands. We are registered in the Centre of Commerce under number 65460170.

### Personal data we collect

Evolvere processes personal data because you are using our services and/or you provided the data yourself. Personal data is data which can lead to natural persons, like contact data. This is an overview of personal data we process:

- Name, adress, location
- Phonenumbers and emailaddresses
- Gender
- Date of birth, place of birth
- Position
- Resume, profile and photo
- Other personal data you actively provide in contact with us

### Why we collect personal data

Evolvere collects your personal data:

- To fulfil an agreement regarding our services in the area of Consultancy, Search & Selection (permanent and interim), Training and Coaching;
- To execute enrollment for activities by Learning and to send an invoice;
- To support your career wishes through mediation between you and a permanent or interim vacancy in the HR field with our clients;
- To fulfil an agreement regarding the use of our training room;
- To fulfil a labor contract or assignment agreement;
- To make a phone call in case it is necessary to provide our services;
- To inform you about our services and evaluate our services;
- To make it possible for you to share a page by using social networks like Facebook, Twitter and LinkedIn;
- Evolvere also processes personal data in order to fulfill obligations from specific legal requirements, for example data we need for the tax collectors office.

### Duration of storage of personal data

Evolvere will not store your personal data longer than necessary to fulfil obligations during the contractual relationship. Once a formal relationship begins, Evolvere will apply legal storage times. In other cases, we have internal guidelines;

- Resume max 1 year after permission;
- Other personal data max 4 weeks after a project, job application process, coaching, training or workshop.

## Sharing personal data with third parties

Evolvere does not sell your personal data to other parties for consumer marketing purposes. Data is only provided to other parties when necessary to fulfil an agreement with you, to mediate or fulfil legal obligations. In case companies process data on our behalf, we will enter into a data processing agreement to maintain the same security and confidentiality levels. Evolvere remains responsible for your data.

Furthermore, it can be the case that we provide your personal data (name and email) to sub-processors for an assessment or profile. These sub-processors will also protect your privacy.

## Cookies which we use

We make use of analytical cookies. A cookie is a small text file that is sent by Evolvere's webpages and saved locally on the hard drive of your computer by your browser. The information it contains will be sent back to our servers with a next visit.

Evolvere's website only stores usage statistics using a Google cookie, as part of the Analytics service. We use this service to collect information and receive reports on how visitors use the website. Google can provide third parties with this information in case Google is legally obligated or these parties process data on behalf of Google. We cannot change this. Google states to work according to Privacy Shield principles and is part of the Privacy Shield program of the American Ministry of Trade. This means that there is an appropriate level of security for processing your personal data.

You can set your browser to refuse all cookies. You can also remove saved cookie files through the settings of your browser. More information about switching on and off or the removal of cookies can be found in the Help function of your browser.

Furthermore, on our website there are three buttons to promote ("like") webpages or share ("tweet") on social networking sites as Facebook, LinkedIn and Twitter. These buttons work by pieces of code from those social networks itself. Cookies are saved because of it. We can do nothing about that. U can read the privacy statements of respectively Facebook, LinkedIn and Twitter (which statements change regularly) to read how they process your data with these cookies.

## Access, rectification or removal of data

You have the right to access, rectification or remove your personal data. It is also your right to withdraw your consent to process your personal data or to object the use of it. There is also the right to data portability. It means you can send us a request to send your personal data to another organisation. You can contact us by sending an email to [info@evolvere.nl](mailto:info@evolvere.nl) with your request regarding accessing, rectification, removal, data portability, withdrawing your consent or objection for processing your data.

Evolvere will respond as soon as possible, at least within 4 weeks. U have also the right to file a complaint with the Dutch data protection authority. Therefore, you can use this link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

## How we secure personal data

Evolvere is committed to protect your data and takes appropriate measures against misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you believe your data is not held secure or if there are signs of misuse, please contact us by mail to [info@evolvere.nl](mailto:info@evolvere.nl).

Evolvere has taken the following measures to secure your personal data:

- Information security policy;
- Security software like virus detection and firewall;
- Passwords and it is possible two-factor authentication.

## Where we digitally store data

Evolvere uses a secure SharePoint environment to store all data. In some cases, we store your data on a local drive if requested by a client.

## Amendments to this privacy and cookie statement

Evolvere reserves the right to alter this Privacy and cookie statement. In case we alter the revision date of this document. Therefore, please check this Privacy and cookie statement regularly for the latest version on the website.

## Dutch Version

This document is a translation of the Dutch original. In case of conflict, the Dutch original version shall prevail.

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