

# Privacy statement HROffice

## Introduction

This is the privacy statement of the entities HROffice Freelance BV, HROffice Planning BV, HROffice Recruitment BV, and HROffice Workforce Management BV (hereinafter HROffice). Through the HROffice.eu website, various (online) HR solutions are offered that customers can use. HROffice is based at Florapark 11, 2012 HK Haarlem, the Netherlands. This privacy statement ensures that personal data received from customers by HROffice in the context of using one or more (online) HR solutions is processed in compliance with applicable laws and regulations. HROffice acts as the 'controller' as defined in the GDPR for processing this personal data.

## What data do we collect?

When you use our website, fill out a contact form, send us a message via our website, or email us, you provide personal data. We collect and use the following data for the purposes outlined in this privacy statement:

- Name;
- Company name;
- Phone number;
- Email address;
- Company address;
- Information about website usage: browser type, language, referring website addresses, date/time of visit, and data about page views;
- Other personal data that you provide to us via a contact form, chat or email.

Most of the personal data we collect, for example via contact forms on our website or directly from prospects and/or customers of HROffice, is stored in Pipedrive, our CRM application. This data is stored within the EEA, in Frankfurt (Germany).

## How do we use your information?

We may use your data to:

- Link multiple visits by the same user to understand how they navigate the website using cookies;
- Ensure that the products and services we deliver to you are correctly administered;

- Contact you via email, post, phone, website chat, or social media to inform you about our products, services, or promotions;
- Ensure that material on the website or in apps is presented in the most effective way for your computer or mobile device;
- Log numeric internet addresses (commonly referred to as “IP addresses”) to monitor website usage, helping us understand user experiences better (e.g., time spent on pages, links clicked, likes/dislikes) to improve the website and optimise our content;
- Keep you informed about our services to which you have subscribed unless you have opted out;
- Respond thoroughly and accurately to your message or query when you contact us via website chat, a contact form, or email.

### **Candidates for HROffice jobs**

This section applies only to applicants for vacancies at HROffice as listed on our career site (<https://werkenbij.adver-online.nl>). By applying for a vacancy via the HROffice career site, you consent to HROffice using your personal data to facilitate the entire recruitment process. The following personal data may be processed by HROffice, provided you supply it:

- Full name, email address, telephone number and photo;
- CV / motivation letter;
- Your LinkedIn profile;
- The role you applied for, along with statuses, notes, emails, and planning related to your application.

After the recruitment process concludes, we will delete your personal data within one month unless we inform you that we wish to retain it for other purposes (e.g., the HROffice Talent Pool) and you provide explicit consent. You may exercise your rights outlined in “Your rights regarding your personal data,” as described in a later section of this privacy statement, at any time.

### **Cookies privacy**

For more information about our Cookies privacy, click [here](#) or click on the link in the menu on the right.

### **Protecting your data**

The password you provide when registering with our application is encrypted to safeguard against unauthorised access to your personal data. We invest in high-level security and strive to protect user privacy. However, no data transmission over the internet can be entirely

secure, so we cannot guarantee the security of your personal data during website usage. Any information you transmit is at your own risk and may be read by others. Once we receive your personal data, we implement strict security measures to safeguard it, including:

- Logical access control, such as two-factor authentication;
- Automatic logging of actions involving (sensitive) personal data;
- Organisational and physical access security measures;
- Securing network connections with “Transport Layer Security” (TLS) technology;
- SSH keys;
- Application logs.

### **Disclosing your data**

We never sell personal data or disclose it to third parties for marketing purposes without your consent. We only provide personal data to government authorities when legally required. Use and transfer to another app of data received from Google APIs by HROffice will comply with Google’s API Services User Data Policy, including the Limited Use requirements. Data from Google APIs includes information from any Gmail or Google Calendar account connected to the SaaS. HROffice will not use data from a user’s Gmail or Google Calendar account for any purpose other than delivering the HROffice SaaS.

### **Data retention**

Personal data you provide when creating an HROffice account will be retained until you delete your account, after two years (if no invoicing occurred), or seven years (if invoicing occurred). Personal data provided via contact forms or email will be retained for up to six months after resolving your inquiry to address any follow-up questions. Data collected via cookies is stored in line with the privacy policies of the respective third parties. Please refer to these third-party privacy statements for more information.

### **Your rights regarding your personal data**

You have the right to access your personal data, request rectification or deletion, object to processing, and obtain a copy of your data in a standard format specified by HROffice. Within our application, you can access and update your personal data settings as needed. To exercise any rights mentioned in this privacy statement, submit a written request to HROffice at [privacy@hroffice.nl](mailto:privacy@hroffice.nl). If you believe we process your personal data in violation of applicable privacy laws, you have the right to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

### **Third-party websites**

This statement does not apply to third-party websites linked to our website. We cannot

guarantee that these third parties handle your personal data securely or responsibly. We recommend reading their privacy statements before using their websites.

#### **Changes to this privacy statement**

We reserve the right to amend this statement. We recommend regularly reviewing this statement to stay informed of any updates.

#### **Contact information**

If you have questions about this privacy statement, please contact us at: HROffice Florapark 11  
2012 HK Haarlem The Netherlands [privacy@hroffice.nl](mailto:privacy@hroffice.nl)

