

## **PRIVACY STATEMENT - ESSENTIE TALENT CONSULTING**

### **I. INTRODUCTION**

This privacy statement relates to the processing of personal data by Essentie Talent Consulting. Processing of personal data includes the collection, storage, recording, modification, collection, retrieval, consultation or destruction of personal data. Essentie Talent Consulting collects personal data from clients, participants, suppliers and visitors to our websites.

#### **General Data Protection Regulation**

Essentie Talent Consulting is responsible for complying with all applicable laws and regulations for the protection of personal data, in particular the European Regulation 2016/679 or the General Data Protection Regulation (GDPR).

Essentie Talent Consulting:

- Informs in an understandable and transparent manner about how and for what purposes the personal data is processed;
- Processes personal data only for legitimate and specific purposes and bases the data processing on one of the bases mentioned in the GDPR;
- Takes appropriate organisational and technical security measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage;
- Informs individuals of their rights with regard to the personal data processed by Essentie Talent Consulting;
- Does not process more or longer personal data than necessary.

#### **Purposes and principles**

Essentie Talent Consulting collects personal data for different purposes and on different principles: for example for the provision of services as agreed with you and/or your (prospective) employer, for pre-contractual activities or for processing the request you send us via one of the forms on our website.

Essentie Talent Consulting has a legitimate interest in processing your data: the processing of the data is necessary for the proper handling of your request. On various pages of our website, you are asked to enter personal information when you want to contact us or request information. We only carry out certain processing operations with your permission. You can also withdraw this consent at any time.

#### **Essentie Talent Consulting is an independent controller**

Personal data – all information about an identified or identifiable natural person that is shared with Essentie Talent Consulting – is processed by Essentie Talent Consulting as an independent controller for the purpose of or in connection with: (i) the provision of Essentie Talent Consulting's services and

the fulfilment of its obligations in the best and most professional way possible; (ii) the ability to make independent decisions with regard to the processing of personal data necessary for the realisation of the quality of the services offered; (iii) applicable requirements in legislation and regulations; (iv) requests from and communications to competent authorities; and (v) administrative and customer relationship purposes.

Essentie Talent Consulting and client organisations are and will remain independently responsible for their own processing of personal data in their capacity as data controllers for all applicable laws and regulations for the protection of personal data, in particular the European Regulation 2016/679 or the General Data Protection Regulation (GDPR). No processing agreement will apply to the processing of personal data between Essentie Talent Consulting and client organisations.

Essentie Talent Consulting complies with the applicable laws and regulations with regard to the protection of personal data and in particular, is independently responsible for compliance with the GDPR. In its capacity as independent controller, Essentie Talent Consulting has a processing register that is periodically reviewed and updated as required.

Without prejudice to the existing contractual arrangements and agreements with clients, Essentie Talent Consulting will treat all personal data in the strictest confidence and inform sub-processors involved in the processing of personal data about the confidential nature of personal data. Essentie Talent Consulting ensures that such persons and parties undertake to treat personal data in the strictest confidence and to keep it secret.

On behalf of clients, test participant data can be enriched with information provided by clients or additional information collected by Essentie Talent Consulting. The processing of this information and the link to test participant data, test data and results also takes place with Essentie Talent Consulting and clients in the role of independent and autonomous controllers. Essentie Talent Consulting will only share results arising from this in aggregated and anonymised form with clients or third parties.

In the event that Essentie Talent Consulting provides personal data to clients or third parties, this will only take place with the consent of the test participant.

## **II. WEBSITE**

### **Cookies**

We use cookies on our website. You can disable cookies for all sites and apps through your browser.

#### **What are cookies?**

Cookies are small, simple text files that your computer, tablet or mobile phone receives when you visit a website. Cookies are not computer programs and cannot be used to spread computer viruses. Cookies make visiting our website more user-friendly.

#### **Why do we use cookies?**

Essentie Talent Consulting uses cookies to anonymously keep track of how many visitors the site receives, which pages are visited and which information requests are made. The cookies that Essentie Talent Consulting uses do not contain name and address data; only data related to your use are stored (pages visited, technical details and IP address). This data is used for analysis of use and visits so that we can optimise our website and provide you with an even better service in the future. We will, of course, handle this information with care.

#### **What happens if cookies are disabled?**

If you disable your cookies, we have less insight into the (website) use, which means we cannot optimise it to serve you better in the future.

#### **Which cookies does Essentie Talent Consulting use?**

Essentie Talent Consulting uses functional cookies, analytical/statistical cookies and marketing/tracking cookies.

#### **Third Party Cookies**

Third-party cookies are also placed on our website. The privacy and cookie policy of this third party applies to the use of cookies by third parties.

#### **Unsubscribe from cookies**

If you prefer not to use cookies and/or other technologies, you can disable or delete them at any time via your browser. Instructions for adjusting the browser settings can be found under 'Help' in the toolbar of most browsers.

### **III. YOUR PERSONAL DATA – PURPOSES, PRINCIPLES AND USE OF YOUR DATA**

#### **Providing (pre-)contractual services**

Essentie Talent Consulting processes your personal data in order to provide our services to you. For example, we use the data to make an offer at your request and then to implement the agreement, to maintain the relationship with you in relation to the order, to process and confirm an order for registration or to send an invoice. We also use the data to answer information requests and have a legitimate interest in processing your personal data for this purpose.

#### **Third party involvement and sharing**

As a controller, Essentie Talent Consulting may engage other parties to perform an aspect or part of the services for you; this may concern, for example, an external consultant, trainer or assessment psychologist, or an external test (system) as part of the assessment, or an ICT system or platform

with which we provide our services, for example, a CRM or accounting system. To the extent that these third parties need access to personal data to perform these services, Essentie Talent Consulting has contracted appropriate contractual, technical and organisational security measures to ensure that these third parties only use or process your data for their intended purposes and in accordance with the instructions, provided we have agreed with these third parties.

### **Share with third parties for legal reasons**

We may share your personal information with third parties if we believe that access to and use of the personal information is reasonably necessary to (i) comply with applicable laws, regulations and/or court orders, (ii) prevent fraud, (future) prevent or detect or resolve security issues or technical problems and/or (iii) protect the interests, properties or safety of Essentie Talent Consulting, our users or the public to the fullest extent permitted by law.

### **Marketing and sales activities**

Essentie Talent Consulting is happy to inform customers about offers, innovations and other relevant (professional) content related to our services, in accordance with the applicable regulations, or because you have given explicit permission for this. We can do this by phone, email, newsletters or direct personal contact. Of course, you always have the right to say that you do not or no longer wish to receive these.

### **Processing of your data on the Essentie Talent Consulting website**

Essentie Talent Consulting collects and uses your personal data on our website for research and analysis to improve our services and websites. We may also use information entered on our website to email you information about other Essentie Talent Consulting services, provided you have consented to this. You can, of course, revoke this consent at any time.

### **Research & Development**

Only anonymised test data can be used by for Research & Development by Essentie Talent Consulting for the validation and standardisation of tests, as well as for benchmarking purposes and statistical analyses. The data is protected with additional security measures. It is our legitimate interest to (continue to) guarantee the quality of testing. Essentie Talent Consulting will not sell your data to third parties under any circumstances.

#### **IV. RETENTION PERIODS**

Essentie Talent Consulting does not store your personal data for longer than is necessary for the purposes for which the data was collected. The retention period therefore depends on the nature of the information and the purposes of the processing.

#### **V. YOUR RIGHTS**

You have the right to request us in writing or by email to:

##### **1. Access to your personal data.**

You can ask us whether we process your personal data. In that case, we will explain which of your personal data we process, how we do so and for what purposes. You can also request us to send you a copy of your personal data that we process with the exception of the raw test material. In connection with the right to inspect the raw test material, a necessary restriction applies: we cannot provide a copy of this raw test material. According to the Dutch Data Protection Authority, providing access during an interview, in combination with the written final report in which the results of the test are described, leads to a reasonable balance between the right of access on the one hand and preserving the value of the tests and the copyright protection of our assessments, (psychological) tests, test material, questionnaires, etc. on the other.

##### **2. Correction of your personal data.**

If you believe that the personal data we process about you is incorrect or incomplete, you can request us to supplement or change your data.

##### **3. Deletion of your personal data.**

You can request us to delete the personal data we process about you. We will delete your data without undue delay upon receipt of a request to do so if: (i) the data is no longer necessary for the purpose for which we have processed it, (ii) you no longer give us permission for processing, if that was the basis for processing, (iii) you object to the processing and there is no (further) reason why we should continue to process the data or (iv) there is a legal reason for deleting your personal data.

##### **4. Restriction of the processing of your personal data.**

In some cases, you may wish to restrict the processing of your personal data. In such a case, you can request us to limit the data processing. We will comply with such a request if after investigation it appears that this is possible, for example, if you do not want all your data to be deleted, but other specific data is no longer necessary for the original purpose.

## **QUESTIONS, REQUESTS, COMPLAINTS AND MONITORING**

If you have any questions, wish to exercise any right mentioned above or raise a complaint, please contact us at [info@essentietalent.nl](mailto:info@essentietalent.nl). We will endeavour to respond to your request within one (1) month at the latest.

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