
Privacy statement Macee

Guide

This Privacy Statement consists of two parts: the first of which only concerns freelancers and prospective temporary employees (section 1) and a second part that only concerns employees or representatives of (potential) clients, suppliers and other companies (section 2).

1. Data of freelancers and prospective temporary employees processed by Macee

For the implementation of its mission – offering consultancy in the field of ICT – Macee processes personal data. The basic principle in the processing of your personal data is that you make this data available to Macee yourself, from your own free will, and only for the purpose for which you provided them to Macee, namely:

- a) to comply with the applicable laws and regulations;
- b) to enter into and maintain a temporary employer/employee relationship or client/contractor relationship with you and keep staff, financial, working hours, absentee and/or salary records for this, or to enter into and maintain a relationship aimed at the acquisition/implementation of assignments and keep (financial) records for this;
- c) to assess your suitability for a certain job or assignment, record your availability and bring you into contact with, or introduce you to one or more (prospective) clients;
- d) to be able to conclude agreements with you, our client(s) and implement these and fulfil our commitments;
- e) to comply with our reintegration commitments with respect to temporary employees;
- f) to inform you of our service, other activities and/or professional information (e.g. through email, newsletters, corporate magazines and professional literature) and to be able to make you offers on behalf of Macee;
- g) to generate management information, carry out market analyses (internal and external) controls and audits and promote and maintain corporate safety; to have, if applicable, an external party check the validity of the ID you provided and/or have a screening carried out.

You make your personal data available by sending your resume and the other required data by email or another medium.

Your personal data is handled with care and protected in conformity with the Personal Data Protection Act and its successor, the General Data Protection Regulation.

Macee processes the following data, among others: name and address, email address, telephone number, contact details, nationality, date and place of birth, gender, marital status, resume, bank account number, policy or client number of health insurer, education and training data, (copies of) certificates, references, (copy of) pass photo, (copy of) ID, social security number, (copy of) work permit and (copy of) residence permit.

Macee can pass on your personal data to its (prospective) clients, suppliers (e.g. educational institutes, subcontractors and to companies and/or persons it has brought in to perform specific tasks (including processors). In addition, Macee can pass on your data to third parties if it is entitled or obliged to do so in accordance with the applicable laws and regulations or a court order or sentence, or has received your permission to do so. Furthermore, after receiving your permission Macee can place your profile or resume, in a private section of its website(s) and customer portals, possibly in anonymized form.

Macee will not keep your personal data longer than necessary for the purposes for which this data was collected and will comply with the existing laws and regulations in this.

2. Data Macee processes of employees or representatives of (prospective) clients, suppliers or other companies

Personal data received by Macee from employees or representatives of (prospective) clients, suppliers sellers and other companies or institutes, will be used for the following purposes:

- a) to allow you to use our services and/or allow us to use your services;
- b) to enter into and maintain a business relationship with you;
- c) to agree on assignments and/or carry them out or have them carried out;
- d) to inform you on our services and other activities (e.g. through email, newsletters and corporate magazines) and be able to make you offers;
- e) to be able to comply with applicable laws and regulations.

Macee processes the following data, among others: (business) name and address, place of residence/establishment, data of birth (optional, namely if provided), email address, data on the maintenance of the relationship, job and contact data.

Macee can pass on the personal data of employees and representatives of (prospective) business relations to others if this is important for the implementation of its service. Macee can also pass on your data to applicants/candidates and employees, suppliers (e.g. educational institutes), audit institutes, governmental institutes, subcontractors and to companies it has brought in to carry out specific tasks (including processors).

Furthermore, Macee can pass on your data to others if it is entitled or obliged to do so in accordance with laws and regulations, a court order or sentence or if it has received permission from you. Furthermore, after receiving your permission Macee can place your company profile or vacancies of your enterprise on its website, possibly in anonymized form, and/or make them public.

Macee will not keep your personal data longer than is necessary for the purposes for which this data was collected, and will comply with the applicable laws and regulations in this.

Protection

Macee does the utmost to take appropriate organizational and technical measures to protect your personal data against unlawful processing and/or loss. Employees of Macee who have access to your personal data, are obliged to observe complete secrecy.

Despite our safety measures it may occur that third parties succeed in bypassing the measures mentioned and/or use your personal data for improper purposes. Macee cannot be held liable for this in any way.

Liability

Liability of Macee for indirect damages, including consequential damage and loss of income, is precluded in all cases. Furthermore, any liability is limited to an amount of € 1,000 maximum per event and € 10,000 per calendar year. Macee's liability shall in any case never amount to more than what is covered and paid by its insurance company in the case concerned.

Right of access

You can request via admin@macee.com or, by letter (Macee Services B.V., to the attention of Legal matters, Stationsplein 11-3, 6811 KG Arnhem) at any time to indicate what data they are processing of you. In addition, you can request anytime, following the procedure described above, to add to, improve or remove your data. We try to respond to your request within 1 (one) month after receiving your request.

Questions, remarks and complaints

If you have any questions, remarks or complaints regarding this Privacy Statement or the way Macee records, uses and processes your data, please make them known by email to admin@macee.nl or by letter (Macee Services B.V., to the attention of Legal matters, Nieuwe Stationsstraat 10, 6811KS Arnhem). We try to respond to your question, remark or complaint within 1 (one) month after receipt.

Adjusting Privacy Statement

Macee can adjust its Privacy Statement. The latest and most up-to-date version of its Privacy Statement can always be consulted on the Macee website.

Acceptance of Privacy Statement

By accepting the aforementioned Privacy Statement you explicitly and unambiguously accept all provisions of this Privacy Statement until written cancellation.