

# Privacy Policy

Business Associates Network (BAN) Recruitment takes your privacy very serious and will process, store and use your data in a safe way. We have drawn up privacy rules (hereafter called: "Privacy Statement"), which contents you can read below. We recommend you to read this carefully.

## 1. Who is and what does BAN Recruitment do?

BAN Recruitment collects personal data as supplied by you (hereinafter called: "Personal Data"), so we can advise and assist you in the field of your career, including finding a new job. Your data may be internally linked to one or several vacancies by our recruitment services. These services, including our website (s), are called "Service" hereinafter. BAN Recruitment is a registered trade mark and a protected trade name. The mark, the trade name and other assets of BAN Recruitment, including the databases, are licensed conditionally to BAN Recruitment by the owner and is registered at the Chamber of Commerce under no. 57310815. In the performance of its service BAN Recruitment makes use of agents and associates. All parties involved act in compliance with this Privacy Statement.

## 2. Which information is collected and processed by BAN Recruitment ?

In order to make use of the Service BAN Recruitment offers you, one has to compose a personal profile or we make a profile for you. For creating this personal profile you must provide certain Personal Data. After these data have been supplied, a profile is drawn up automatically. This profile contains the information you have declared during the composition of the personal profile. You are able to deactivate your data at any time or having them removed by us.

### Automatically generated information

BAN Recruitment also collects information on your surfing behavior being generated automatically during the use of our Service and our websites. This information contains among others your IP-address (the number of your computer which enables to identify your computer), the date of filling in the Personal Data and "cookies". As far as this information is used by BAN Recruitment, it will always be anonymously.

## 3. What are cookies and how are they used by BAN Recruitment ?

For the implementation of the Service BAN Recruitment makes use of cookies that are stored on your computer by your browser. Cookies are small pieces of information which our server sends to your browser with the intention that this

information will be sent back to our server in a subsequent visit. These small files are stored on the hard disk or in the memory of your computer. Cookies cannot damage your computer or the files on your computer.

In the cookies information is stored (such as the setup of your PC, preferences specified by you and the leads and discussions to which you are subscribed) for facilitating a subsequent use of the service. This information contains, apart from you IP address, no name or address data nor any other Personal Data. You can set your browser such way, that you will receive no cookies during the next use of the Service. In that case it might happen that you cannot make use of all opportunities of the Service or that you have no access to (parts of) the Service. For more information on these functions, you can best seek your browser instructions or the help key of your browser. If you want to make use of cookies, make sure that you log out before leaving a public computer.

#### Google Analytics

The websites of BAN Recruitment make use of Google Analytics, a web analysis service offered by Google Inc. ("Google"). Google Analytics uses cookies in order to help analyzing the website(s) who users are using the site. The information generated by the cookies about your use of the website (including your IP-address) is forwarded to – and stored by Google on servers in the United States. Google uses this information to monitor how you use the website, to report on the website activity for website operators and to offer other services in relation to website activities and the use of the internet. Google may provide this information to third parties if Google is legally obliged to this end, or as far as such third parties process the information on behalf of Google. Google will not combine your IP address with other information being at their disposal. You can refuse to use cookies by choosing the appropriate settings at your browser. We would like to remind you, however, that you might not be able to benefit all opportunities of this (these) website(s), our Service in that case. Making use of this website you give permission for the processing of information by Google in the manner and for the purposes as described above.

## **4. For which purposes BAN Recruitment will use your data?**

To grant the Service to you;

- To send you information on the services of BAN Recruitment itself;
- To draw up anonymous statistical data and to make the Service safer;
- To provide your information to third parties based on the legal obligations;
- In order to adapt and improve the Service.

BAN Recruitment uses automatically generated data for statistical purposes as well as for security and improvement of the website (s) and the Service. This information can be supplied to third parties so far as they are completely

anonymised and cannot be linked to you personally. No Personal Data are supplied.

### **Use by third parties**

Without your explicit permission BAN Recruitment will not provide third parties with your Personal Data, not even for direct marketing purposes (for example for sending you special offers). BAN Recruitment is allowed to provide third parties with your data as far as this is necessary for the granting the service to you and/or as far as these data cannot be linked to you personally (such as automatically generated information, not being your IP address). Finally, BAN Recruitment can provide your data to third parties if this is required on the basis of legal provisions, or as a result of a trial and/or if one considers it to be necessary to protect one's own rights.

## **5. In which way BAN Recruitment protects your Personal Data?**

BAN Recruitment will process your Personal Data in a proper and careful manner, in accordance with the Dutch law. BAN Recruitment requires that you provide the data marked with an asterisk (\*). It is not required to have the data completed not marked with an asterisk (\*). BAN Recruitment will take appropriate technical and organizational measures in order to protect your Personal Data against loss or against any form of unlawful processing.

BAN Recruitment will not keep the Personal Data longer than necessary, at which BAN Recruitment strives for a constructive, long-term relationship. However, you can deactivate your data at any time or having them removed by us.

## **6. Forwarding outside the EU**

As far as the personal data are forwarded to third parties in accordance with this Privacy Statement, and these third parties are established outside the European Union, forwarding of data only takes place if that country ensures an appropriate security level, or, if forwarding is necessary for the implementation of the agreement or agreements between you and BAN Recruitment, or for taking pre-contractual measures in response to a request from you and which are necessary for the conclusion of an agreement. By using the Service you give your active consent to forward the data, within this framework, outside the European Union.

## **7. Company transfer**

It may happen that one or more parts or assets of the owner of BAN Recruitment are transferred to a third party or that BAN Recruitment merges with a third party. In this case also your Personal data can be transferred. In the event of transfers uniform conditions apply. If the conditions however

unexpectedly change in your disadvantage, your consent will be asked first. If desired you can have your data deactivated or having them removed by us.

## **8. Access to and correction of your Data**

You can have access to (the processing of) your Personal Data or having them revised. In order to do so, you have to log in on your personal profile via our website(s). Any changes can be implemented here.

Regarding your Personal Data which cannot be found in your profile, for example an IP address, you can always turn to BAN Recruitment - with reasonable intervals - with the request to inform you whether your Personal Data are processed. BAN Recruitment has to inform you within four weeks in writing whether your Personal Data are processed. Subsequently you can ask BAN Recruitment to improve, to complete, to remove or to block Personal Data if they are in fact incorrect, for the purpose or the purposes of processing incomplete or irrelevant or otherwise processed contrary to a legal regulation. The request contains the changes to be made. BAN Recruitment will inform you within four weeks after receipt of the request in writing whether or to what extent one complies with the request. A refusal will be reasoned. Obviously an order for improvement, completion, removal or blocking will be carried out as soon as possible.

On removal of Personal Data we will only keep an anonymous copy of the data for the archive. As your Personal Data were also made available for third parties who used the Service, we are not able to remove your data from their systems. In this case you will have to request these third parties themselves to remove the data.

If you do or do not wish to receive information anymore from BAN Recruitment or from a third party, you can change your preferences by logging in on your profile and change your settings.

## **9. How far reaches the responsibility of BAN Recruitment?**

This Privacy Statement solely applies to Personal Data that have been obtained via the website [www.banrecruitment.com](http://www.banrecruitment.com) and other websites used by BAN Recruitment . The website(s) may contain links to other websites of third parties. BAN Recruitment does not accept any responsibility nor liability for (the operation and/or content of) websites or services of third parties.

## **10. Are minors allowed to make use of BAN Recruitment ?**

Principally BAN Recruitment is intended for persons at the age of 18 (eighteen) or older. If you are under the age of 18 (eighteen) you are not

allowed to make use of the Service. By agreeing with this Privacy Statement, BAN Recruitment supposes that you are really 18 (eighteen) years old or older.

## **11. Can this Privacy Statement be altered?**

This Privacy Statement can be altered. The changes are publicly made available on the Website.

## **12. Any questions?**

If you still have questions about this Privacy Statement you can always contact us , for example by sending an e-mail to [contact@banrecruitment.com](mailto:contact@banrecruitment.com)