

OTTO Work Force privacy statement

This page covers the OTTO Work Force (“OTTO”) privacy statement. Our operations involve processing the personal data of our registered temporary workers and the individuals visiting our web pages. We ensure transparency. This privacy statement specifies the data we collect from you from the moment of registration (online or at one of our European branches) or when you visit our websites (one of them) – including www.ottoworkforce.nl, www.ottoworkforce.eu, and www.ottoworkforce.com – or their subdomains. We also explain why we collect said data, how we protect it, and what rights you have in scope of its processing.

The OTTO organisation is composed of multiple units scattered throughout Europe. For a complete list of the companies composing the OTTO organisation, please click [HERE](#).

The contact information of the individual entities composing the OTTO organisation are available in the OTTO website contact tab (e.g.: <https://www.ottoworkforce.com/contact/>).

1. General information

OTTO ensures privacy protection and we treat your personal data with due care. We are fully aware that we will process high volumes of data from the time of your registration and do everything in our power to obey important legal provisions in this scope by verifying – in cooperation with our legal partner – our services for compliance with appropriate requirements applying to both data security and obedience of data protection provisions, including the General Data Protection Regulation (GDPR).

OTTO fulfils the premises of GDPR, which took effect on 25 May 2018.

2. What personal data is being gathered and why?

If you would like to take advantage of OTTO’s services, we will require some data. We gather and process said data for purposes of our services and in order to inform you of them to keep you up to date. This includes temporary jobs, agency services, delegation, recruitment, selection, remuneration administration, human resources management, personal development, payroll, and availability to work. Specifically, we gather the following data for the following purposes.

Page category	Dane
Temporary worker (temporary worker candidate)	<p>If you want to register in OTTO, we will require some data, which is necessary in order to evaluate your suitability for the given job. This includes the following:</p> <ul style="list-style-type: none"> • Last name, address, place of residence • E-mail address • Gender • Date of birth • Telephone number • Resume and cover letter including your education and experience <p>You can always give us more data, which we will also process. You will have control of said processing. You are responsible for ensuring that the data provided to us is true and relevant. We also use supplementary data in order to customise our services to your specific needs and characteristics or in</p>

	<p>order to fulfil the specific wishes of our clients.</p> <p>We use the aforementioned data for the following purposes:</p> <ul style="list-style-type: none"> • in order to fulfil our obligations imposed by the law and provisions; • in order to assess your suitability for the given task or given job to establish your availability and be able to present you to or get you in touch with one or numerous (potential) clients and/or ordering parties; • in order to inform you of our services, provide relevant information, for purposes of other actions, and in order to present the offer to you on behalf of OTTO; • in order to offer you potential training, vocational consulting, career consulting, and/or other (work-related) services, to serve as your job agent, to refer you to work for ordering parties, to place you in the client schedule, to find potential orders for you; • to grant you access to our website, portal, and other online services with limited access. <p><i>Specific personal data</i> OTTO processes your specific personal data, which includes health, race, and religion information, in the lowest possible scope. We process such data only under your express consent in order to fulfil our statutory obligations or in instances clearly permitted by the law.</p>
Internal job candidates	<p>If you would like to work at OTTO (open application or specific job offer), we will require some data, including the following:</p> <ul style="list-style-type: none"> • Last name, address, place of residence • E-mail address • Gender • Date of birth • Telephone number • Resume and cover letter including your education and experience <p>We require this data in order to evaluate your suitability for the given job and contact you.</p> <p>The aforementioned and other potential data you provide is processed together with our brief and relevant observations and notes.</p>

	<p>The procedure may also involve a request for references. We request references only with your consent.</p> <p>If required and relevant in scope of the given job, OTTO may also become acquainted with public media materials, e.g. on LinkedIn, for purposes of protecting working measures and the employees/clients of OTTO.</p> <p>If you are hired, OTTO will store the personal data gathered during your recruitment process.</p>
Website visitors	<p>If you are visiting the OTTO website, the data from your visit are processed automatically by Google Analytics. This concerns data including the time and data of your visit, the page redirecting you to our website, your location when visiting the website, the subpages, which you visit (frequency, duration, order), the information you share on the page or download from the page, and the information you browse. We also gather other specific unidentifiable data on website users.</p> <p>We gather the aforementioned data in order to customise the website content to the desires and needs of the visitors. We may retain unidentifiable information for future use and potentially share it with third parties. For more information on cookie files, please read our cookies policy.</p> <p>You can use the contact page to send us a message. We will process the relevant data in order to respond to your inquiry or examine a filed complaint.</p>

Our website includes references (hyperlinks) to other websites. This privacy statement does not apply to such websites and we strongly recommend that you read the privacy policy of said websites to learn how they ensure your privacy. In light of the above, please read the aforementioned cookies policy.

3. When do we start gathering personal data?

We start gathering your personal data from the moment of your registration on our website, at one of our European branches, or when you respond to a job offer or otherwise report to or are reported to OTTO.

4. Legal grounds for processing of your personal data

There are various legal grounds for the processing of your personal data. A considerable part of your personal data needs to be processed for purposes of our agreement with you and our clients. We also process your personal data for purposes of our legitimate interests based on

informing you of your activities and preparing offers for you. Some personal data is processed only upon your content. In certain situations, we are obliged to process specific data (e.g. your BSN number and copy of your ID) by law, e.g. when we hire you.

5. For how long is my data stored?

We store your personal data for the time required for purposes of the objectives listed in this privacy statement only or as long as required by the law.

We store the personal data you provided for purposes of job agency services for the time specified below. You can always request us to delete the data you provided. If you do not, we will store your data for maximum two years from the date of your registration or alternatively from your last day under our employment when said data is required for purposes of the statutory storage obligation as in the instance of e.g. data significant for tax or identification purposes.

If you applied for an internal job (a full time job at OTTO) but were not hired, OTTO will store your general data only. OTTO stores said data in order to improve future recruitment processes. We store said data for maximum 2 years following completion of the recruitment procedure. If you should have any reservations as to the aforementioned, you can request us to delete said data by sending an e-mail to the following address: mydataNL@ottoworkforce.eu. All other personal data is deleted four weeks following completion of the recruitment procedure unless you grant your consent for OTTO to store your personal data for one year following completion of the recruitment procedure. You can withdraw such consent at any time by sending an e-mail to the following address: mydataNL@ottoworkforce.eu.

6. How is the stored data secured?

OTTO strives to ensure your privacy and we take various measures to prevent loss, theft, or other illegal use of your personal data. Whenever necessary, we operate with encrypted messages and secured connections. We also take the required measures in scope of physical and logical access control.

7. Who will receive your personal data?

Your personal data is received by OTTO. OTTO will never sell your personal data to third parties. OTTO will share your personal data with third parties only when we are contractually or legally obliged to do so for debt collection purposes or – if required – in scope of fulfilling or advertising our services, e.g. as follows:

- to present you to our clients;
- to prepare offers for you;
- to inform you of our services; and
- to organise accommodation for our employees.

We have made written arrangements with said organisations (whenever possible and necessary) in scope of use and security of personal data and the ways they can or cannot use it.

8. Can I request access to, correction of, or deletion of my personal data gathered by OTTO?

If you are registered in OTTO or have visited our website, you can always request access to your data processed by OTTO and to have it corrected or deleted by sending said request to the following address: mydataNL@ottoworkforce.eu. In order to verify your identity, OTTO



may ask you to attach a copy of your ID to the request with the BSN number and photo covered up. Attention: the BSN number may be located in numerous points of the ID.

If you are under the impression that we do not treat your personal data with due care, you have the right to file a complaint to the Personal Data Protection Office.

You can file a complaint towards the processing of your personal data by OTTO if your personal data is being used for purposes other than those of the agreement or required to fulfil statutory obligations. You can e.g. file a complaint when your personal data is being used for marketing or commercial purposes by sending an e-mail to the following address: mydataNL@ottoworkforce.eu.

You also have the right to transfer your data, which means that you are entitled to receive the personal data you provided to OTTO in a transparent form. You can do this by sending an e-mail to the following address: mydataNL@ottoworkforce.eu.

If you should have any reservations towards the processing of your personal data required for purposes of our activity, we must inform you that we will not be able to provide our services as a job agency without your personal data.

Final notes

OTTO reserves the right to change this privacy statement. All changes will be published on this web page. OTTO recommends that you visit this web page regularly in order to check for any potential changes to the statement. The current version of the privacy statement was drafted in July of 2021.