



Privacy Policy for Lely Employees and Applicants

It is important to us to make clear how we handle your personal data. This privacy policy for employees, which also applies to interim/temporary workers where relevant, explains the details of how we handle data.

Privacy Rights of Employees and Applicants

As an organisation, we aim to meet the requirements of the General Data Protection Regulation (GDPR). We also think it's important to provide you, as an applicant or employee, with information about:

- The personal data that we process;
- How we process this data;
- The sharing of data with others, either inside or possibly outside Europe;
- How long we retain your data;
- How we protect this data.

This privacy policy also informs you about your privacy and other rights in the context of your position as an employee in our organisation, or an applicant to join us. Finally, it explains who you can contact if you have any questions, requests or complaints.

Personal data means all information about an identified or identifiable natural person. For you this means all information directly about you or traceable back to you, such as your name, date of birth, address, employee number, business e-mail, and business phone number.

Processing of personal data means all tasks that we can perform with your personal data, from collection to destruction, so it's a very broad concept. Tasks that are definitely included are: collecting, recording, organising, retaining, updating, changing, retrieving, consulting, using, forwarding, distributing, sharing, compiling, interrelating, erasing and destroying such data.

Grounds on Which We May Process Your Data According to the GDPR

We process your data for one or more of the following reasons:

- The data is necessary to decide if we want to enter into an employment contract with you;
- The data is necessary to conclude and execute the employment contract;
- The data is necessary for us to comply with a legal obligation (for example, the correct payment of taxes and premiums, or the identification obligation);
- The data is necessary because our organisation has a legitimate interest in them (such as in the context of defending ourselves against actual or threatened legal proceedings, for example);
- A situation of vital importance (for example in an emergency situation, such as an accident or a condition where you need intensive care). In these situations, we may need access to your personal data to administer medicines (such as health information in the case of a serious allergy, epilepsy or diabetes), and to be able to offer assistance or inform others (such as your family members), etc.;
- We need your clear and unambiguous consent for certain tasks where necessary.

Obligation to Provide Data

You must provide us with requested data if we need to process this data for acts such as entering or executing an employment contract, or in order to comply with a legal obligation. Other examples are the data necessary to adhere to a pension plan, take out collective insurance, or join a leasing scheme. In these cases, you must provide the data, and in case of refusal to do so we may be unable to hire you or allow you to use certain facilities.

The Personal Data That We Process

We only process the following personal data:

Applicants

- Your name, first names, initials, any title, gender, date of birth, address, postcode, place of residence, phone number and other data we need to communicate with you, such as your e-mail address;
- Your bank account number (for any reimbursement you make in connection with the application process);
- Data about concluded and future training, study and internships;
- Data about the position you're applying for;
- Data regarding the nature and content of your current job, and data about the termination of this job;
- Data about the nature and content of the previous jobs you've had, and about the termination of these jobs;
- Other data you've provided or which you are aware of that are related to fulfilling the position;
- The result of any *pre-employability screening or assessment*;
- Your profile photo, if you've attached it;
- Camera surveillance and video recording can be used in order to protect people and property. Stickers and signs on sites and in buildings alert people to the presence of surveillance cameras;
- Other data required for the implementation or application of a law.

The data mentioned above is only processed for one or more of the following purposes:

- Assessing your suitability for a position that is or may become available;
- Processing expenses you incur in the context of the application process;
- Internal checks and business security;
- The implementation or application of a law.

Employees

We only process the following personal data for personnel administration:

- Your name, first names, initials, any title, gender, date of birth, address, postcode, place of residence, phone number and other data we need to communicate with you, such as your e-mail address;
- A copy of your ID, including document number, passport photo and citizen service number (BSN);
- Your bank account number;
- An administration number that contains no other information than that referred to in the first bullet;
- Your nationality and place of birth;
- Possibly the registration number of your vehicle;
- The data referred to in the first bullet, from your partner and, if you're a minor, your parents, guardians or carers;
- Data about concluded and future training, study and internships;
- Data about your position or former position, and data about the nature, content and termination of your employment contract;
- Data related to the administration of your presence at the place where the work is carried out;
- Data related to the administration of your absence in connection with leave, shorter working hours (ADV), childbirth or illness, excluding data about the nature of the illness;
- Data retained in your interest in connection with your working conditions;
- Data necessary in connection with an agreed working condition. Where relevant, this may also include data about your family members and former family members;
- Data in connection with the staff appraisal and career guidance, insofar as you are aware of this data;
- The certificate of good conduct (VOG);
- Your profile picture;
- Camera surveillance and video recording can be used in order to protect people and property. Stickers and signs on sites and in buildings alert people to the presence of surveillance cameras;
- Data that is otherwise necessary for the implementation or application of a law.

The data mentioned above is only processed for one or more of the following purposes:

- Managing your work;
- Handling HR matters;
- Calculating and paying your salary;
- Arranging claims for benefits in connection with the termination of your employment contract;
- Your training;
- The company medical care that you're entitled to;
- Social work;
- Emergency contact;
- The election of the members of a works council or staff representation;
- Internal checks and business security;
- The implementation of an employment condition applicable to you;

- Compiling a list of dates of employee birthdays and other festivities and events;
- Accepting resignation;
- The administration of the staff association and the association of former staff members;
- Collecting receivables. This is also understood to mean handing over a claim to a body such as a collection agency or a bailiff;
- Dealing with disputes and having an audit conducted;
- Transfer or temporary employment with another part of the group of companies with which we are affiliated;
- The implementation or application of another law.

In the *payroll administration*, we only process your following data:

- Your name, first names, initials, any title, gender, date of birth, address, postcode, place of residence, phone number and other data we need to communicate with you, and your bank account number
- An administration number that contains no other information than that referred to in the previous bullet;
- Your nationality and place of birth;
- Data in connection with calculating, recording and paying your salary, allowances and other sums of money and benefits in kind to you or on your behalf;
- Data in connection with calculating, recording and paying taxes and premiums on your behalf;
- Data necessary in connection with an employment condition that applies to you. Where relevant, this may also include data about your family members and former family members;
- Data required for the implementation or application of a law.

The data mentioned above is only processed for one or more of the following purposes:

- Calculating, recording and paying your salary, allowances and other sums of money and benefits in kind to you or on your behalf;
- Calculating, recording and paying taxes and premiums for you;
- An employment condition applicable to you;
- The personnel administration;
- Arranging benefit claims in connection with the end of your employment contract;
- Your transfer to or temporary employment with another part of the group of companies with which we are affiliated;
- Accepting resignation;
- Collecting claims, including instructing third parties to handle claims;
- Dealing with disputes and having an audit conducted;
- The implementation or application of another law.

Forwarding your personal data

We only use your personal data ourselves and we only use it in the context of the application process and the employment contract. We only use this data for the purposes for which it was obtained.

We conclude processing agreements with processors who process personal data on our behalf. These processing agreements include sound arrangements for these processors to protect any data we share with them, and oblige them to report any data breach or suspected breach to us in good time.

In some cases, it may be necessary to forward your data to a third party that is responsible for processing your data, such as:

- Illness and reintegration: data may be provided to our health and safety service, the company doctor, and/or the Employed Person's Insurance Administration Agency (UWV);
- Attachment of earnings: data is provided to the bailiff;
- Pensions: data is provided to the pension fund administrator;
- Incapacity for work insurer: data is provided to the insurer/intermediary;
- Use of a lease car: data is provided to the lease company.

Retention of your personal data

In principle, we only retain personal data for the period necessary for the purpose for which we process it. We observe any statutory retention periods. We may retain data for a longer period if we have a legitimate interest to do so (for example, when legal proceedings are ongoing or have been announced, and we have to be able to defend ourselves).

Protecting your personal data

We protect your personal data properly using physical, administrative, organisational and technical measures. We therefore maintain an appropriate level of protection. We also adjust this periodically when necessary.

Your rights

Under the GDPR, you have the right to request the following from us regarding your personal data that we process:

- To access your data, such as your personnel file (with the exception of any personal notes from your supervisor or supervisors and others);
- To receive a copy of your data (with the exception of personal notes from your supervisor or supervisors or others within our organisation);
- To receive information about the processing of your data (this is also the purpose of this privacy policy, but you might have questions that are not covered here);
- To have incorrect data rectified (note: you cannot have a performance or assessment report with which you disagree corrected. However, you can write a statement that you can have added to your personnel file);
- To have incomplete personal data completed if this is necessary for the purpose for which the data is processed;
- In certain cases, to have your data erased (please note: we do not have to act if we still have a legitimate interest in retaining your data, or if it is necessary to have the data in connection with implementing your employment contract, to comply with a legal obligation, or on the basis of another statutory reason);
- In certain cases, to have your data that we process restricted (note: we strive to collect as little data as possible);
- In certain cases, to object to the use of your data;
- If you have given consent for your data to be used (such as using your photo on our website), you can withdraw this consent. The withdrawal then applies to future use of your data;
- Data portability, if the processing of your data means it is possible to receive the data in a commonly used and machine-readable format, where you have the right to transmit this data to a third party;

- Submit a complaint to the competent organisation that monitors compliance with privacy legislation in the Netherlands. In the Netherlands, this organisation is the Dutch Data Protection Authority (AP) in The Hague. In this case, we would appreciate it if you first contact us to see if we can resolve your complaint.

If you want to invoke your rights, please get in touch with the contact person mentioned in this privacy policy. If we're unable to fulfil your request for good reasons, we'll explain why.

Our Details

Lely is the controller of the processing of personal data as described in this privacy policy.

You can contact us:

1. By mail:
Lely Campus
Cornelis van der Lelylaan 1
3147PB Maassluis, the Netherlands
2. By phone: on +31 (0)88 122 82 21 or
3. By e-mail: privacy@lely.com