

Convoi's Privacy Statement for Temporary Employees

If you work for Convoi, the company will process your personal data in all kinds of processes. When doing so, Convoi must comply with all applicable laws and regulations, including the General Data Protection Regulation (GDPR), which has governed the processing of personal data since 25 May 2018.

As the controller, Convoi is independently responsible for the correct processing of your personal data. Convoi respects your privacy and ensures that your personal data is processed in accordance with all laws and regulations.

Read this statement to find out how Convoi handles your personal data.

This privacy statement relates to the processing of personal data carried out by the following Convoi entities:

Convoi Nederland B.V.

Convoi International B.V.

CCSC B.V.

Convoi E&A B.V.

Processed personal data:

To ensure that you can work for Convoi, we process some of your personal data. The personal data that Convoi processes includes:

Authorised data:

- a. Last name, first names, initials, title, gender, date of birth, street address, postal code, town/city, telephone number and any similar information required for communication purposes;
- b. Nationality and place of birth;
- c. Data as referred to under a, on the parents, guardians or carers of employees who are minors;
- d. BSN number;
- e. The type of ID, the number and the period of validity of the document;
- f. In the case of an employee hired from outside the EEA: copy of ID document;
- g. If applicable, an A1 certificate, residence permit, work permit or VOG certificate of good conduct;
- h. Diplomas and certificates;
- i. Statement of hours worked;
- j. Data making it possible to individualise the worker's remuneration for his or her work;
- e. Surveillance images.

Information that we do not obtain from you is obtained through the temporary staff agency from which we hire you.

Purposes of processing:

Convoi collects your personal data primarily for the purpose of performing – in the broadest sense of the word – the contract that Convoi has concluded with your employer. Most of the processing takes place in personnel records, absence records and ICT systems.

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The purposes for which Convoi processes personal data are the following:

- To establish and maintain contact with you (by post, telephone and e-mail);
- To assess your suitability to perform the intended tasks;
- To supervise the work you carry out for Convoi;
- To ensure proper personnel administration;
- To implement and apply certain legislation in the field of hirer's liability.¹
- To be able to deploy you on customers' premises at home and abroad while complying with all applicable laws and regulations and meeting the customer's wishes;
- To enable you to access Convoi sites, buildings and premises and those of its customers;
- To inform you of developments at Convoi;
- For marketing purposes;
- To ensure your safety and that of other persons and property;
- To book flights, hotels or rental cars;
- To record driving hours in accordance with the Dutch Driving Hours Act [*Rijttijdenwet*].

Convoi processes the personal data obtained for the above purposes only. If Convoi intends to process your personal data for other purposes, the company will contact you to give you the opportunity to object to further processing. This will be done prior to any further processing. The information about that other purpose and any relevant further information will be shared with you.

Legal grounds for processing:

Processing of data for the above purposes must be based on at least one legal ground. Some legal grounds are explained and illustrated below.

Performance of the contract:

In many cases Convoi processes your personal data in order to perform your contract with your employer in which it has been agreed that you will work for Convoi.

Examples: Processing your diplomas and certificates so that we can ascertain whether you can comply with what we have agreed with your employer. We record the hours you have worked so that we can check with your employer how much we have to pay for the work carried out.

Compliance with a legal obligation:

Convoi processes your personal data in order to comply with a legal obligation which is incumbent on Convoi. *Examples:* Legally, we have to keep a record of the type of ID and the number and the period of validity of the identification document you are using. If we deploy you abroad, we must have an A1 certificate in our possession to prove that you are covered by social insurance in the Netherlands.

Legitimate interest:

In addition, processing your personal data is in some cases necessary so as to protect the legitimate interests of Convoi or a third party. In such cases Convoi will assess whether or not your interests and your fundamental rights or freedoms outweigh those legitimate interests. Only if that is not the case will Convoi process your personal data on the basis of a balancing of interests.

Example: It is important for Convoi to secure its buildings properly. In order to guarantee security and to be able to spot possible abuses, images are recorded in and around the Convoi buildings. A recording of you may constitute personal data. Convoi processes this personal data because these images are stored temporarily.

¹ 34.8.2. Collection guidelines 2008/Section 34, Dutch Collection of State Taxes Act [*Invorderingswet*]

The basis for this is a balancing of interests; in this context, we consider the security of our personnel and property to be so important that it outweighs your legitimate interest in privacy.

Consent:

In principle, Convoi will not base the processing of your personal data solely on your consent. Processing on the basis of your consent requires that you give your free, specific and unambiguous consent. Because there is an authority relationship between Convoi and you, it is assumed that in most cases you cannot give your consent in complete freedom. There are exceptions to this principle. If Convoi provides additional safeguards to ensure that you can freely consent or refuse, without being disadvantaged by this, your consent may still be freely given. In this case, Convoi may indeed base the processing on your consent. If this situation arises, you will be informed accordingly in advance.

When Convoi processes personal data on the basis of your consent, you have the right to withdraw your consent at any time. If processing takes place solely on the basis of your consent, no further processing may take place after you have withdrawn your consent. Withdrawal of consent does not affect the lawfulness of processing based on consent prior to its withdrawal.

Consequences of failure to provide personal data:

Convoi will inform you in advance of cases in which you are obliged to provide personal data. In such cases you will also be informed of the consequences if you refuse to provide the personal data. In general, if you refuse to provide certain personal data, Convoi may impose such consequences as it deems appropriate.

Special personal data:

Special personal data is data concerning health, data revealing religious or philosophical beliefs, ethnic or racial origin, political opinions, trade union membership, biometric data processed for the purpose of uniquely identifying a person, genetic data and data concerning a person's sex life or sexual orientation. Convoi only processes special personal data where permitted by law. Data relating to health, for example, will be processed if we have a health certificate that enables you to work for one of our customers.

We may also process criminal records. One example would be a VOG certificate of good conduct that you supply to us if this is necessary for the performance of your work. Convoi may also process this data if the law allows it, for example as part of an investigation into criminal offences or in the event of annoying and/or (previously exhibited) aggressive behaviour.

Retention period:

To ensure that we do not retain your data for longer than is strictly necessary, we have a retention policy that includes retention periods for all data categories. If your personal data is no longer relevant for the purposes for which it is being retained, Convoi will erase it. Some data is subject to a statutory requirement for retention. We can only destroy this data once the retention period has expired.

Security of personal data:

Convoi ensures an appropriate level of security of the personal data in its possession, in line with the applicable legal requirements and guidelines.

Recipients of personal data:

Convoi exchanges your personal data with others. These recipients include the following:

- The accountant;
- Customers;
- External auditors;
- Governments at home and abroad.

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If one of the above parties has the role of "processor", Convoi will enter into a processing agreement with this processor to ensure the protection of your data.

Transfer to a third country outside the European Union:

In principle, your data will not be transferred to countries outside the European Economic Area (EEA).

Exceptionally, this can be the case when Convoi carries out an assignment for a client outside the European Union. We will have to provide the customer and also – if we are legally obliged to do so – a foreign government with certain personal data.

Your personal data will be transferred securely as it will only be supplied where an adequacy decision applies in respect of this third country and the European Union has established that this third country has an adequate level of personal data protection.

In the absence of an adequacy decision in respect of this third country, Convoi will impose binding rules on the recipient of personal data with which recipients are required to comply and which ensure an adequate level of protection.

Your rights:

The GDPR gives you various rights with regard to your personal data:

- The right to access and obtain a copy of data;
- The right to rectification;
- The right to erasure of data
- The right to restriction of processing;
- The right to object to the processing of data;
- The right to data portability;
- The right not to be subjected to automated decision-making.

If you wish to exercise your rights, you can submit a request using the contact details contained in this letter. Please note that the above rights are not absolute. This means that Convoi does not have to comply with a request to exercise one of the aforementioned rights in all cases.

Within one month after Convoi has received a request from you to exercise one of the aforementioned rights, Convoi will inform you accordingly. Convoi will indicate whether and how your request will be accommodated and if not, why not. If necessary in connection with the request, Convoi may extend the one-month response period. In that case, Convoi will inform you, within one month, of the period within which you will receive a response. The exercise of the right(s) by you is in principle free of charge.

Submitting a complaint to the supervisory authority:

It is possible that, despite Convoi's careful approach, you have a complaint about the way in which Convoi is processing your personal data and/or handling your rights. In that case, you can submit a complaint to the supervisory authority. In the Netherlands, the supervisory authority with responsibility for the processing of personal data is the Data Protection Authority. You can find out how to contact the Data Protection Authority on its website www.autoriteitpersoonsgegevens.nl.

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Amendments:

The privacy statement as expressed herein was drawn up on 1 January 2021 and may be amended unilaterally. You will be notified of any amendments in good time through the usual channels.

Questions?

If you have any questions or would like to exercise any of your individual rights, please contact our privacy contact:

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