

Privacy Statement Kinderopvang 2Samen

This privacy statement explains how we deal with the personal data of our website visitors, (potential) customers, job applicants and employees.

General

Who works with us or for us (our suppliers), knows our code of conduct and keeps to it.

- We respect the data privacy of all of our relations.
- We carefully deal with the data entrusted to us.
- We ensure that those unauthorised can't access data entrusted to us.
- We do not collect more data than is necessary for the relationship we have with one another and the goal we share.
- We do not keep data longer than is necessary or legally allowed.
- If our suppliers or customers receive confidential data from us, we impose the same duty of care on them.
- If we collect data from a visitor/user or combine these data from multiple sources, we say so in no uncertain terms. We also indicate why we do this and what the benefit is for the visitor/user.
- We are open about the data we save from a visitor/user.
- If technically possible, we allow the visitor/user to change, delete or move their personal data themselves.
- We do not sell traceable data to any third party, unless we have explicitly asked for and received permission to do so.

About us

2Samen offers a wide variety of childcare: day nurse/daycare, out of school care, playgroup/preschool and several types of in-between-school care. We offer a place where your child can explore the world from a safe, trusted and secure environment. Under the professional and loving guidance of our staff. A safe environment also consists of organising a good privacy policy. 2Samen prepared this privacy statement in order to transparently inform her stakeholders about the personal data we process.

Data privacy has the highest priority in the systems and processes we use. Should you have any privacy related questions after reading this document, that we do not or inadequately cover, you may speak to our Privacy Officer: phone number +31 70 338 55 00, privacy@2Samen.nl. You can find us at the following address: Laan van Meerdervoort 70, 2517 AN The Hague, The Netherlands.

Privacy rights and questions

Of course you can use your rights to privacy at 2Samen. Would you like to see the personal data we have of you and receive a copy? Or would you like to change or delete your data? In many cases, you can do that yourself in the 2Samen App, or you can request it via privacy@2Samen.nl. Of course, we do need to be sure that we give the requested data to the correct person. That is why we could ask additional information from you in order to determine your identity. Should you have the idea that we are not handling your

data in an appropriate manner, you can file a complaint with privacy@2Samen.nl and the contact point of the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

Why do we process personal data? And whose data do we process?

We process data of various target groups (website visitors, those interested in our services, customers, job applicants and employees) for various purposes. We use this information for adhering to our agreements (such as offering childcare), our legitimate requirements and for adhering to legal requirements. The data are only shared with third parties contracted to do so, unless we are obligated to share it otherwise. For example by court order. The information we save, we acquire because they were given to us directly or because they were shared with us by the authorities.

- Using Google Analytics, we can see how our **website visitors** use the website. This helps us improve the website and adapt our services when required.
If you have an issue with the placement of cookies, you may block these yourself (see Cookies when Visiting the Website)
- If you're **interested** in our services and request information using the website, our contact forms or phone us, we save the information you give us. We process this information, in order to inform you about our services. If the contact does not continue, we remove your data after 6 months at the latest.
- If you **register** or become a **customer** at 2Samen, we record additional personal data, required to fulfil all contractual and administrative obligations. This means information about parent(s)/guardian(s), as well as the children that (would like to) enjoy our childcare. You are registered from the moment you are on a waiting list and we have not yet entered into a contractual agreement. You are a customer as soon as your child's placement is confirmed by means of a placement contract. For those registered, we keep to a data storage term of a maximum of 2 years after our last contact. For customers, we keep to the fiscal data storage laws of 7 years after the child's placement with us has ended.
- As a **job applicant**, you provide us with personal data so we can process your job application. If you do not join our organisation after, we will delete these data within 4 weeks after our last contact (unless you give us permission to save your data for longer, for example for future vacancies. In that case, we keep your data for a maximum of 1 year).
- When you join our organisation as an **employee**, we expand the personal data we have with information required for the employment contract and other administrative obligations. We delete these data 2 years after your employment with us has ended. Certain personal data may be saved longer, for example in the case of claims, audits and legal/fiscal obligations. We save agreements about salary and employment conditions for 7 years (State Taxes Act). Wage taxes and identity documents are saved for 5 years (Implementing Rules Wage Taxes).

2Samen regularly takes **visual footage** (such as pictures and videos), to give (potential) customers and employees an idea of what the children experience with us during the day. Highly successful material is used, after explicit consent of those in the footage and/or their legal guardians, for an unlimited time on for example printed materials, social media and/or the 2Samen websites (2samen.nl/ 2samenkicks.nl). This explicit consent is given



for the duration of the placement or employment. Of course the (legal guardians of the) pictured will always retain the right to remove the given consent.

Interested parties

If you're interested in 2Samen and would like to visit (one of) our locations or request more information, we will regularly save several personal data. We do this in order to keep in contact with you. If you become a customer afterwards, we'll process this information at your registration. If you choose not to use our services, we will remove your data. We will do this within 6 months. Of course, it remains possible to sign up for our services. You will have to submit your details to us again, in that case.

We process i.a.:

- Name parent(s)/guardian(s)
- Name child
- Date of birth
- Required placement date
- Contact details (address, phone number, email)

Our KICKS department organises activities for schoolchildren. We present this offer on **2samenkicks.nl**. Via this website, schools, (potential) customers and teachers can come into contact with us by using an online form. In order respond to contact requests, we process i.a.:

- School or company name
- Name of contact person
- Phone number
- Email address

If the contact results in a cooperation, we process these data with a subscription or when drawing up a cooperation agreement. If nothing further comes of the contact, we will remove the data. We will do this within 6 months.

Registered parties and customers

You can register at 2Samen in the following manners: via our digital registration form at 2samen.nl, via our paper registration form or by phoning our Planning & Advice department. This process requires the collection of personal data, such as:

- Name of parent(s)/guardian(s) and the child
- Contact details (address, phone number, email)
- Dates of birth (parent(s)/child)
- Medical details, such as vaccinations, allergies and general practitioner
- Financial details, such as bank account number and direct debit
- BSN (parent(s)/child)
- Name of primary school

We save these data in the 2Samen planning system, contracts and in our financial administration. De data are not shared with third parties, with the exception of the party that we use for our administrative processes or authorities that have a legal basis.



Job applicants and employees of 2Samen

When you apply for a job at 2Samen, we will process the following data:

- Name
- Address
- Date of birth
- Phone number
- Email address
- IP address
- Education
- Work experience
- References
- Contact and phone notes

The data are saved in 2Samen's ATS (Applicant Tracking System). If the application procedure is finished and you will not become an employee, we remove these details after 4 weeks at the latest, unless you and 2Samen have agreed differently.

If you come and work for us, we will supplement the details to come to a complete personnel file. Think of:

- BSN
- Copy of an identity document
- Copy of a work permit or residence permit
- Possible copies of policies, diplomas and other documents
- Employment contract
- Assessments
- Holiday and absenteeism registration

You are responsible for the relevance and accuracy of the data you provide us with. The data are saved in your personnel file, to which only you and authorised employees have access. We only save sensitive personal data if it's required to fulfil our legal obligations or if you have given us permission to do so. 'Sensitive personal data' are data such as health data, membership of a trade union, criminal data and/or personal data about unlawful or troublesome behaviour. Once you enter employment, you will receive a more extensive version of our privacy policy, in which we inform you in more detail about what we save and why we do this.

Who has access to your data?

Your data are only accessible by the employees within 2Samen that need to access the data due to their job requirements. In some cases, these are people outside 2Samen, such as for audits or checks. We will ensure that they will keep to the same strict conditions we do, and that they may not use the data for other purposes.

Security

We take every precaution possible to secure your data against unlawful use. We have an extensive set of organisational and technical measures. If we provide data to a processor that provides us with a service, we have made proper arrangements in a Data Processing Agreement. Your data will not be stored outside of Europe. We take additional measures to secure the data of children and sensitive personal data.



Changes

We can make changes and additions to this privacy statement at any time. The most recent privacy statement can always be found on our website.

May 2018

