



# Privacy and Cookies

QSXL is an organization that connects candidates and clients. For this purpose, QSXL has information about both candidates and clients. QSXL ensures careful and discreet handling of this information, taking the interests of all stakeholders into account.

All privacy sensitive information provided to us is covered by this privacy statement. Personal data of candidates and clients are handled and secured with the utmost care.

## What Personal Data do we collect

QSXL collects personal data of candidates in order to make a perfect match with the contracts signed by QSXL. We process the minimum personal data necessary for the execution of our services

Your personal information remains confidential. We never provide information such as name, address, phone number, etc. to third parties without your explicit consent.

We collect the following data:

### From candidates & interim professionals:

- Public profile information from social media and public sources. For example, think of LinkedIn, Facebook and other public data sources.
- Name and address details, e-mail address, telephone number and other contact details.
- Date of birth only if it is included in your CV.
- Curriculum vitae (CV), information about your work experience and information about education, training, internships, provided by yourself.
- Information about short-term availability and leave as far as relevant.
- Other data that are or may be important in the context of assessing your suitability as a potential candidate for a vacancy. For example, salary (indications), information from interviews, possible references and testimonials. All information we collect from you is always provided on a voluntary basis.
- QSXL never records special personal data unless this is legally required. 'Special personal data' refers to data on race, religion or belief, political opinion, health, sexual orientation, trade union



membership, criminal data and/or personal data about unlawful behaviour.

When a (interim) professional starts working as an employee or in assignment of or with QSXL

- Data related to the administration and/or personnel administration; name and address details, identification, diplomas, citizen service number, if necessary.
- Possibly VAT number, address and location, identification, work permit, if necessary, timesheets and incoming and outgoing invoice details.
- In addition, we sometimes process data for our clients in the context of pre-employment screening (PES). Specifically for this screening, data can be requested such as Declaration on Behaviour (Verklaring Omtrent Gedrag, VOG) and training statements. Providing this information is always voluntarily

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From business relationships:

- Name, address, work location details, e-mail address, telephone number, function.
- Contact opportunities and appointments.

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From our website visitors

With regard to our website visitors who register for our commercial newsletter, want to receive one of the whitepapers or publications or want to receive our vacancy newsletters:

- First name, last name and e-mail address.

### **How and when do we collect personal data?**

With regard to **candidates & interim professionals;**

- We collect personal data from the moment data is left on our websites (JobPages) via direct registration or via reactions to externally placed vacancy statements and/or if you register with us in another way (to use our services).
- We collect data from the moment that digital or personal contact is sought with our offices and/or recruitment professionals.
- We collect data when one of our professionals actively seeks contact with external candidates. We will then always ask for permission to keep your details.
- The personal data are received and processed by our professionals or automatically processed if someone registers to one of our newsletters.



With regard to **business relationships**:

Contact details of employees of clients, suppliers and any other organization with which we maintain a business relationship:

- We collect personal data from the moment data is left on our website via direct registration and/or if you register yourself in another way (to use our services).
- We collect data when our professionals actively seek contact with clients.
- The personal data are received and processed by our professionals or automatically processed if someone registers to one of our newsletters.
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With regard to **our website visitors**:

- We collect personal data from the moment data is left on our website in relation to our newsletters, whitepapers or vacancy subscriptions.

**Why do we collect personal data?**

Candidates and interim professionals:

We collect and process data solely for the execution of recruitment services, including job placement services (recruitment and selection, executive search, interim assignments) and recruitment projects that we carry out under the company name or brand name of our clients.

More specifically, personal data are collected and processed:

- For mediation purposes: to assess suitability and availability in connection with placement of permanent or temporary work or assignment.
- To be able to make offers and/or to provide information about our services and other activities directly linked to these.
- When establishing and maintaining a mediation relationship.
- For carrying out proper administration and compliance with legislation and regulations
- For management purposes such as internal management information, auditing and monitoring and for quality purposes such as executing recruitment reports and sourcing reports to customers.

Business relations:

- To be able to make offers and/or to provide information about our services and other activities directly related thereto.



- When establishing and maintaining a business relationship.
- To be able to record an order in an agreement with the client and to maintain and fulfil the agreement with the client.
- For carrying out proper administration and recording and following up agreements.

#### Our website visitors:

- We only collect the data from visitors who have given their consent. This information is intended to address a person by their first and last name and the email address is required to send (vacancy) newsletters and/or white papers.

#### **With whom can we share your personal data?**

QSXL can pass on your personal data to our clients. Your personal data may be transferred outside the Netherlands if our client is located there in limited cases.

QSXL shares personal data in all cases where we are legally obliged to do so.

QSXL can pass on your personal data to other QSXL colleagues and any subcontractors who provide services on our behalf or carry out assignments for the services mentioned here to support our business operations.

#### **How long do we keep your data?**

##### Candidates and interim professionals:

- General: if you have given permission for the storage of your data, we work with a standard retention period of 12 months, calculated from the date on which you have granted permission.
- Mediation relationship: in the case of a 'mediation relationship' we will retain your data 24 months from the moment the mediation process ends with a client, this is independent of the end result.
- If you start an interim assignment or temporary assignment, we will save your data 24 months after the end of your assignment. The financial data associated with this have a statutory retention period of 7 years.

##### Prospects and customers:

- Data from employees of prospect customers are kept for 12 months.
- Data from employees of customers: these are kept for a period of 5 years after the last order has been completed, in order to be able to provide careful aftercare.

##### Our website visitors:



- If you have given permission for the storage of your data for receiving a publication or whitepaper, we will work with a storage period of 12 months.
- If you have registered for our newsletter, this registration will continue until you cancel it yourself.

### **Can you access, rectify or delete personal information?**

You can always request access to the data we store about you. You can change data if you wish so. You can also ask us to delete your data. If you wish, you can contact our Privacy Officer, who can be reached directly at [privacy@QSXL.com](mailto:privacy@QSXL.com).

If you request us to delete your data, we will send you a confirmation by email in which the date of removal will be included. We will delete all your data no later than 4 weeks after receipt of your request, unless processing is necessary for the fulfilment of a statutory duty, substantiation of a legal claim or another ground from the GDPR.

### **Cookies**

This policy helps to explain the occasions when and why cookies may be sent to visitors to the Website). “Cookies” are text-only pieces of information that a website transfers to an individual’s hard drive or other website-browsing equipment for record-keeping purposes. Cookies allow the Website to remember important information that will make your use of the site more convenient. A cookie will typically contain the name of the domain from which the cookie has come, the “lifetime” of the cookie, and a randomly generated unique number or other value. Like most websites, we use cookies for a variety of purposes in order to improve your online experience and for analytics, but specifically we use Cookies on the Website for the following purposes:

1. Analytical Purposes: We use Cookies to analyze user activity in order to improve the Website. We can use such analysis to gain insights about how to improve the functionality and user experience of the Website.
2. Your Preferences: We use Cookies to store certain user preferences on our Website. For example, we may store the recent searches you have performed in a Cookie so that we can allow you to easily repeat those searches when you return to our Website.

Session Cookies are temporary cookies that remain in the cookie file of your browser until you leave the Website. We use and store session cookies for providing users with better experience. This includes login/registering, translations of the site in different languages, job filtering option. QSXL may add more features in the future with the use of session cookies.



Persistent Cookies remain in the cookie file of your browser for much longer (though how long will depend on the lifetime of the specific cookie). When we use session cookies to track the total number of visitors to our Website, this is done on an anonymous aggregate basis (as cookies do not carry any personal data themselves). We may also employ cookies so that we remember your computer when it is used to return to the Website to help customize your QSXL web experience. We may associate personal information with a cookie file in those instances. Use the options in your web browser if you do not wish to receive a cookie or if you wish to set your browser to notify you when you receive a cookie. You can easily delete any cookies that have been installed in the cookie folder of your browser.

### **Anti Bribery and Corruption Policy**

QSXL has a zero tolerance towards bribery and corruption, regardless of the identity or position of the originator or recipient of the bribe. QSXL's Executive Board expects all our employees to always do business in accordance with the highest standards of ethical behavior and honesty. Bribery and corruption are criminal offences and are clear violation of the QSXL Values. Engaging in behavior or activities contrary to QSXL's Values, as well as all other applicable laws and regulations, violates our promise to our stakeholders. We do not and will not pay bribes or offer improper inducements to anyone for any purpose, nor do we or will we accept bribes or improper inducements or anything that could be perceived as such and we have similar expectations of our third parties and clients.

The QSXL anti-bribery and anti-corruption principles are summarized below:

#### **Bribery and facilitation payments**

All forms of bribery and all actions that in our opinion give the appearance of offering or accepting a bribe, including facilitation payments are prohibited.

#### **Gifts and Entertainment**

No QSXL employee may offer or receive a Gift or an Entertainment, regardless of its value, which in our opinion might create or give the appearance of creating a conflict of interest, constitute an inducement or bribe, or violate applicable laws, regulations and/or the QSXL Values. Any form of gifts, entertainment or other advantage offered and received must be subject to an assessment on its acceptability and appropriateness regardless of the amount or value.

#### **Payment to Recruiters**

QSXL employees are not permitted to make gifts, payments, donations or to offer entertainment to client's employees, especially those who work directly in the field of



HR and Recruitments. Client's interim personal is also excluded from receiving gifts or payments in return for recruitment assignments

### **Payment to Candidates**

QSXL employees are not permitted to make gifts, payments, donations or to offer entertainment to candidates in return for their commitment to join or start working in a position QSXL is recruiting for.

### **Questions**

Do you have any questions regarding our privacy policy? Please send an email to QSXL.