

HRorganizer B.V. - Privacy Statement

Last updated: April 2021

HRorganizer B.V. privacy statement

Privacy and security are important to us. We therefore take them seriously.

HRorganizer B.V. ("HRorganizer") acts in accordance with the requirements of the General Data Protection Regulation (GDPR) at all times. It is our company policy to be transparent about how we handle personal data. When we ask you for personal details, we always state the purpose for doing so. Where the processing of personal data is concerned, only data which you have actively provided yourself either online or on paper, and to whose use you have consented either verbally or in writing, is used. We only use this data for the purpose for which it has been provided. Under no circumstance will the provided information be made available to third parties unless there is a statutory obligation to do so.

In this privacy statement, we inform you regarding what personal information we collect and for what purposes, how we process and manage this personal data, and how we ensure the security of the personal data you have provided. Apart from data traceable to individual natural persons, we also collect anonymous data. In this privacy statement, you can read how we collect, process, utilise and manage anonymous data.

We advise you to read through this privacy statement carefully.

Definitions

Personal data/personal details:	Personal data is all data, content and information provided to HRorganizer B.V. by visitors via the website, by email or by telephone/verbally, which is traceable to an identifiable natural person within the meaning of the Dutch Personal Data Protection Act (Wbp). Data is personal data when it contains information about a natural person, and that person is identifiable. Personal data, for example, an IP address, may also be generated automatically by cookies.
Anonymous data:	We define anonymous data as the information collected via the website and cookies which cannot be traced to a natural person. Examples of this include the number of visits to the website and the bounce rate.
Website:	The HRorganizer B.V. website and all HRorganizer B.V. products and services associated with it and linked to it.
Visitor:	A visitor is a person who visits and interacts with a web page or web service on the website www.hrorganizer.com . Examples include the filling in of a form or the watching of a video.
Third-party/parties:	Any company or individual formally connected with HRorganizer B.V. through an agreement to process or store data for the HRorganizer B.V. website and related products and services. Examples include: HRorganizer B.V.'s website being hosted by the Content Management System 'HubSpot'.
HRorganizer:	The private company with limited liability HRorganizer B.V., with its registered office at Binnenhaven 1, 6709 PD Wageningen, Gelderland, and Chamber of Commerce number 09152403.
We and our:	In this privacy statement, the pronouns 'we' and 'our' refer to HRorganizer B.V. For more information, see the section 'Who is HRorganizer B.V.?'
You and your:	In this privacy statement, 'you' and 'your' refer to both

customers and non-customers of HRorganizer B.V. Both customers and non-customers may be addressed with 'you' and 'your', regardless of whether they are a natural person, an organisation or a company.

Agreement: The agreement or license agreement concluded between HRorganizer B.V. and visitors due to the use of any kind of navigation through or interaction with www.hrorganizer.com or related web services.

1. Who is HRorganizer B.V.?

Company name: HRorganizer B.V.

Address: Binnenhaven 1, 6709 PD Wageningen, Gelderland

Website URL: hrorganizer.com and go.hrorganizer.com

Email address: info@hrorganizer.com

Chamber of Commerce number: 09152403

VAT number: NL 8147.32.732.B.01

2. Categories of personal data

By visiting our website, you provide HRorganizer B.V. with certain data. These can be personal details. We collect, process, store and use only those personal details provided directly by you or where it is clearly provided to us for processing, based on three legal grounds: legitimate interest, freely given consent and performance of a contract.

The following data about you is collected and processed when you visit our website:

Usage data: We may collect and process anonymous data and personal details concerning your visitor behaviour, the products and the services. Usage data can be your IP address, geographical location, browser type and version, operating system, referral source, duration of the visit, page views and website navigation paths, as well as information about the time, frequency and pattern of your use of the products and services. The sources of the usage data originate in our analytical tracking system 'HubSpot' and in other analytical tools like:

Google Analytics, Google Search Console, Hotjar, Shopify, Google Adwords and Semrush. This data is processed and used to analyse visitor behaviour, the products and the services. The legal basis for the processing of this data is that of either 'freely given consent' or 'legitimate interest'. An example of data processing based on legitimate interest here is being able to improve the website, the products and the services with the insight obtained by monitoring data (including anonymous data).

Publication details: We may process data that you post on our website (for example, a blog comment) or via our services. The publication details may be processed in order to make this publication possible and in the administration of our website, products and services.

The legal basis of this processing is that of either 'freely given consent' or 'legitimate interest'. An example of a legitimate interest here is the keeping of proper records for our website and company.

Request details: We may process data included in any requests you make to us in respect of our products and services (for example, when filling in a form to request a trial or a demo). The personal data which you enter may be processed with a view to the offering, marketing and selling to you of relevant products and services.

The legal basis of this processing is that of either 'legitimate interest' or 'freely given consent'.

Details of the customer relationship: We may process information concerning our customer relationships, including customer contact details. Customer details may include your name, your employer, your position, your contact details and information provided in the communication between us and you or your employer. Either you or your employer must be the source of the contact details. The customer details may be processed with a view to the management of our relationships with customers, communication with customers, the maintenance of such communication and the promotion of our products and services with customers.

The legal basis of this processing is that of either 'freely given consent' or 'legitimate interest'. An example of a legitimate interest here is the best possible maintenance of customer details.

Notification details: We may process the data that you provide us with in order to be able to subscribe you to our commercial and informative email notifications. For example, when distributing the newsletter, we make use of a specific mailing list in which we include the email addresses of subscribers. The personal data to be provided by you may be processed with a view to relevant email activities concerning our products and services and other related information. The legal basis of this processing is either that of 'freely given consent', 'legitimate interest' or consent that has been provided under an agreement between your organisation and HRorganizer B.V. (i.e. in the performance of a contract). Imagine that you are

an HRorganizer B.V. customer, and we wish to provide you with an update of our new interview report because the outdated report will soon disappear. It is then necessary under the agreement to be able to contact you about this using the personal data with which we have been provided.

Correspondence details: We may process personal data which is included in or concerns any communication you send to us. The correspondence details may contain the communication content and metadata relating to the communication. Our website generates metadata related to the communication via forms on the website and forms in the live chat. The correspondence details may be processed for the purpose of communication with you and the tracking of data.

The legal basis for this processing of personal data is that of 'legitimate interest or 'freely given consent". For example, the keeping of good records for our website, being able to do business and being able to communicate with users.

We may process all personal data of yours identified in this policy when such is necessary for the determination, submission or defence of legal claims, whether in court proceedings or the administrative or out-of-court procedure.

The legal basis for this processing of personal data is that of a 'legitimate interest', in the protection and maintenance of our statutory rights, your statutory rights and the statutory rights of others.

We may process all personal data of yours referred to in this privacy statement if such is necessary in order to obtain or maintain insurance cover, manage risks, or obtain professional advice.

The legal basis for this processing of personal data is that of a 'legitimate interest' in the proper protection of our company against risks.

Apart from the specific purposes for which we may process your personal data described in this privacy statement, we may also process your personal data where necessary in order to meet any statutory obligations to which we are subject, or in order to protect your interests or those of another natural person.

Please do not provide us with the personal data of any other persons, unless we request it.

3. Purpose and legal basis for the processing of personal data

HRorganizer B.V. uses your personal data for the following purposes and on the following legal grounds:

Purpose:

To provide you with information regarding our range of products and services.

To adjust and improve the website and our communication regarding our range of products and services and the content thereof.

To provide information about you to third parties and/or to give third parties access to information about your data.

To optimise the quality of the user experience on the website for visitors.

It is necessary to fulfil legal requirements.

Legal basis:

The processing is necessary on the basis of the legitimate interests pursued by HRorganizer B.V., in this case, marketing and after-sales follow-up.

The processing is necessary on the basis of the legitimate interests pursued by HRorganizer B.V., in this case, the provision of information.

The processing is required on the basis of 'legitimate interest' or under an agreement between a client of HRorganizer B.V. and HRorganizer B.V. (performance of a contract).

The processing is on the basis of the legitimate interests pursued by HRorganizer B.V. to optimise the quality of the user experience on the website for visitors.

The processing is necessary in order to comply with a statutory obligation to which HRorganizer B.V. is subject on the basis of 'legitimate interest'.

If you have given your consent to this privacy statement, you are entitled to withdraw such consent at any time. Your withdrawal has no influence on the lawfulness of the processing carried out on the basis of your consent prior to the withdrawal.

4. Communications policy

Apart from strict compliance with the procedures involved in the processing of personal data according to the General Data Protection Regulation (GDPR), as described in our privacy statement, we also inform you regarding our communications policy in respect of our email activities. Use is made within HubSpot of 'subscription types'. Each visitor may register for one or more subscription types. These subscription types determine how we can communicate with you.

Subscription type (email activity):	Purpose:	How can I subscribe?
Marketing information	To keep you informed about promotional activities and other relevant marketing information.	By filling in a form on our website or by confirming your interest in this membership to us by email, verbally, by telephone or via live chat. If you are a customer of HRorganizer B.V. you will be automatically registered for this email activity.
Market and product research	Continuously improve products and services, by conducting product and market research, among customers and non-customers.	By filling in a form on our website or by confirming your interest in this membership to us by email, verbally, by telephone or via live chat.
Blog update	You receive an email each month with the latest blogs.	By filling in a form on our website or by confirming your interest in this membership to us by email, verbally, by telephone or via live chat.
The newsletter	To inform customers and other interested parties. Our monthly newsletter is full of news, blogs and interesting information for HR professionals.	By filling in a form on our website or by confirming your interest in this membership to us by email, by telephone or via live chat. If you are a customer of HRorganizer B.V. you will be automatically registered for

System updates	To inform customers of the latest updates regarding our products and services.	this email activity. You have confirmed your interest in this membership by email, by telephone, verbally, by filling in a form on our website or via live chat. If you are a customer of HRorganizer B.V. the designated contact persons from your organisation will be automatically registered for this email activity.
One-to-one	It is necessary for you to be subscribed for one-to-one before we can contact you.	You have confirmed your interest in this membership by email, by telephone, verbally, by filling in a form on our website or via live chat. If you are a customer of HRorganizer B.V. you will be automatically registered for this email activity.

You may opt-out of one or more memberships at any time just as easily as you subscribed for these in the first place. There is always a link at the bottom of our commercial emails, stating 'Unsubscribe' (or 'Uitschrijven' where Dutch emails are concerned) or 'Change email preferences' ('voorkeuren beheren'). If you click on one of these links, you arrive at a so-called 'preferences page' on which you can change your memberships or email preferences. A second method to change your memberships or email preferences is to send a request to unsubscribe to info@hrorganizer.com. We will then send you an email including the link to unsubscribe from one or more memberships.

Have you unsubscribed from all of your memberships, yet wish to resubscribe to one or more of these? Then please send a subscription request to info@hrorganizer.com. We will then send you an email with a link to the preferences page on which you can once again change your memberships or email preferences. You may also fill in another form on our website.

You yourself decide the duration of your membership(s), unless we are obliged to discontinue any given email activity.

5. Your personal data and third parties

We may share your personal details with third parties where such may reasonably be deemed necessary for the correct supply of product and service information and the relevant content offered by HRorganizer B.V. In such cases, we will always ask you for your consent.

www.hrorganizer.com is hosted on HubSpot and collaborates with it to process and store data collected from our website and related web services. Its data centres operate to the highest possible standards and are SOC 2 Type II and ISO 27001 certified, offering N+1 redundancy for all power, network and HVAC services. For more information about the storage, processing and securing of data by HubSpot, we refer you to their documentation regarding data processing.

Apart from the specific disclosure of personal data as described in this chapter, we may disclose your personal data where such is necessary in order to meet any statutory obligation to which we are subject, or in order to protect your interests or those of another natural person. We may also disclose your personal data when such is necessary for the determination, submission or defence of legal claims, whether in court proceedings or the administrative or out-of-court procedure. You are entitled to withdraw your consent to data processing at all times without prejudice to the lawfulness of the processing based on the consent given prior to such withdrawal.

This privacy statement does not apply to the publicly accessible websites of third parties connected to this website via links. We cannot guarantee that these third parties will treat your personal details in a secure and careful way. We advise you to read the privacy statements on these websites prior to using them.

6. Processing, management and security of personal data

HRorganizer B.V. makes every effort to secure the data you put at our disposal adequately. HRorganizer B.V. has means and management procedures at its disposal to secure the data we collect and thereby to prevent unauthorised access or disclosure, maintain accurate data and guarantee the correct use of the data.

Should you have provided us with data and wish to change or delete it, you may contact us by email or telephone. You may have us change any or all of your contact details, or remove these from our database. If you only wish to unsubscribe from communication, you can use

one of the following links: 'Unsubscribe' (or 'Uitschrijven' for Dutch language emails) or 'Change email preferences'. You will find this link/these links in every commercial email you receive from us.

7. How long do we store your personal data?

HRorganizer B.V. will store your personal details for as long as is necessary for the implementation of the objectives of the processing stated in this privacy statement. This means that we will keep your personal data for at least the length of time that you use our services (either customer or non-customer). We delete your personal details on request or when your email address repeatedly returns a hard bounce. In addition, we delete any data that is no longer required as quickly as possible. In this way, we keep our CRM up-to-date.

8. Changes to HRorganizer B.V.'s privacy statement

Changes to HRorganizer B.V.'s privacy statement are published in this document. This document's review date is then updated accordingly. You can always find the most recent version via our homepage.

9. Your rights

You have a number of rights under the General Data Protection Regulation (GDPR) in relation to your personal data and the processing thereof:

- In your account, you can access and change your data (personal and otherwise) at all times. Should you wish to know which data HRorganizer B.V. has collected about you, you may submit a request to HRorganizer B.V. to inspect information about your personal data.
- Should you wish to make changes to the personal data which you have viewed in your account, you may request your employer or manager to do so.
- You are also entitled to request your employer or manager to delete your personal details (the right to be forgotten). In some cases, you may delete your account yourself, thereby deleting all of your personal details. You can find more information about requests to delete personal data in the processing agreement between your organisation and HRorganizer B.V..
- In addition, under certain circumstances, you may be entitled to limit the processing of your personal data.
- On the basis of your specific situation, you are entitled to object to the processing of your personal data at all times.

- You are entitled to receive the personal data you have provided to HRorganizer B.V. in a structured, widely used and machine-readable format, and you are entitled to send this data to another controller for processing when this processing is based on your consent or is required under an agreement.

If you have a request, please contact us via info@hrorganizer.com. HRorganizer B.V. will respond to your request without any unnecessary delay and within a month. Should HRorganizer B.V. fail to satisfy your request, we will inform you as to the reason that HRorganizer B.V. is unable to do so.

Would you like more information, or do you wish to submit feedback or a complaint?

Should you have questions regarding this privacy statement, send an email to info@hrorganizer.com or call +31 317 465 460. Should you have a complaint regarding the use of your personal details, and cannot reach an agreement about this with HRorganizer B.V., you may also submit your complaint to a regulatory authority.