

EURflex BV privacy statement

EURflex is responsible for the payroll administration for flex workers at Erasmus University Rotterdam (EUR). We arrange the payment of flex workers for the faculties and support services of EUR. Our focus is on employees who only work at EUR for a short period of time and/or who have a flexible number of hours. In order to perform its services as effectively as possible, EURflex processes personal data of clients and employees.

EURflex handles this information with care and discretion, in accordance with the requirements of the General Data Protection Regulation (GDPR). Pursuant to the aforementioned Regulation, EURflex is responsible for the data processing. EURflex treats personal data as strictly confidential and adheres to the applicable (legal) retention periods. Personal data is in any case be retained any longer than is strictly necessary to the purposes for which the data is collected.

This privacy statement describes how EURflex handles personal data. By using our website and services and by registering personal data, the employee agrees to EURflex processing and using the personal data in accordance with this privacy statement.

Purposes of data processing

Personal data is data from which an individual is identifiable. EURflex processes only such data as is necessary for the purposes of data processing as defined in this privacy statement. EURflex records and processes personal data of clients and employees for the following purposes:

- payroll requests;
- compiling a file for the employee;
- personnel administration:
 - compiling salary statements for employees;
 - handling personnel matters;
 - granting termination of employment;
 - collecting claims, including transferring those claims to third parties;
- payroll administration:
 - calculating, recording and paying salaries and allowances to or on behalf of employees;
 - calculating, recording and paying taxes and pension and insurance contributions on behalf of employees;
 - the employment conditions applicable to the employees;
- fulfilling employer obligations in the area of sickness absence management and rehabilitation;
- offering newsletters to clients and employees;
- management purposes, including management information;
- performing internal audits, providing corporate security and facilitating external audits;
- handling disputes;
- implementing or applying other laws and regulations.

Personal data

'Sensitive' personal data includes any data concerning race, religion or belief, political affiliation, sexual life or trade union membership. EURflex only records sensitive personal data or special categories of personal data, such as data concerning health or criminal offences and/or personal data concerning unlawful or objectionable behaviour, if this is necessary to fulfil its legal obligations, where consent has been given for this, or where this is otherwise permitted by or pursuant to the law.

EURflex may disclose personal data to its clients, subcontractors (e.g. data processors) or other business relations, in order to fulfil legal or contractual obligations. Data processing agreements are concluded with companies that process personal data on behalf of EURflex, in which agreements regarding the processing of personal data are laid down. In cases where the law requires it, EURflex will share data with government or law enforcement agencies.

Collected personal data

Information EURflex may collect from employees and clients includes:

- For employees:
 - name and address, email address, phone number, date of birth, gender, nationality, curriculum vitae;
 - Citizen Service Number (BSN), ID document, work permit, residence permit, bank details, payroll tax statement;
 - information about availability;
 - when employee reports sick: whether a safety net provision applies, duration of sickness absence;
 - details of attachment of wages;
 - certificate of good conduct (VOG).

- For clients:
 - name, address, email address and telephone number of the relevant department at Erasmus University Rotterdam or (external) company;
 - name, position, email address and telephone number of contact person.

Retention periods

In accordance with the GDPR, EURflex does not retain personal data longer than strictly necessary, taking into account the legal retention periods. For example, 7 years after end of employment for tax data and payroll administration data, 5 years after end of employment for general employee data such as name and address, date of birth and BSN, and 2 years after end of employment for sickness absence data and other personal data.

Cookies

A cookie is a small file that is sent along with website pages and is stored by the user's browser on their computer's hard drive.

EURflex Konnekt

The EURflex Konnekt programme linked to this website uses a cookie to remember the last menu choice the user selected. If a user leaves EURflex Konnekt and logs in again, they are taken directly to

the screen where they last left off. This is the only information stored in the cookie. In addition, EURflex Konnekt records IP numbers for auditing purposes. This may be necessary, for example, to detect attacks or intrusion attempts. Nothing else is done with these IP numbers, and they are not visible to others.

Google Analytics

The EURflex BV website uses Google Analytics, a web analytics service provided by Google Inc. Google Analytics uses cookies. EURflex BV has a data processing agreement with Google that prohibits Google from using the data for anything other than our analyses. Google Analytics collects users' IP address and location, how people arrive at the website, what kind of device they're using to access the website and what they do on the website. Google may only provide this information to third parties if it is legally required to do so, or where that these third parties process the information on behalf of Google. By using the EURflex website, you consent to Google processing the information in the manner and for the purposes set out above.

Third-party websites: LinkedIn

This website contains buttons to promote or share web pages via AddThis and social networks such as Facebook, LinkedIn and Twitter. These buttons work through pieces of code that come from AddThis or the relevant social network itself. This code places cookies on your device. EURflex has no control over this. Please read the privacy statements of AddThis and the relevant social networks (which may change regularly) to learn what happens to personal data that is processed through these cookies. The information collected by AddThis and the social networks is transferred to and stored on servers in the United States. AddThis and the social networks claim to comply with the Safe Harbor principles and are affiliated with US Department of Commerce's Safe Harbor programme. This implies an adequate level of protection for the processing of any personal data.

Security and duty to report data breaches

EURflex has taken appropriate physical, administrative and technical measures against data loss and unlawful processing. EURflex has a procedure to investigate any loss or unlawful processing of personal data and to take appropriate measures to mitigate the consequences. Where necessary, EURflex will inform the Dutch Data Protection Authority and data subjects.

If you have experienced or suspect a data breach, please report it to us immediately via email or in writing.

Right of access, right to rectification, right to object/erasure

Employees at all times have the right to access their data that are processed by EURflex and to have these data rectified and erased. A request for this can be sent submitted by email to: eurflex@eur.nl.

Questions, comments or complaints

Questions or comments on the protection of personal data by EURflex can be sent via email to info@eurflex.nl or in writing to EURflex, attn. Laurien Poleij, Director of EURflex. Burgemeester Oudlaan 50, 3062 PA in Rotterdam. If you have a complaint about EURflex's protection of personal data, you can contact the Data Protection Officer at fg@eur.nl.

Disclaimer

This privacy statement is tailored to the use of and the functionalities on this website. EURflex reserves the right to make changes to this privacy statement in response to any updates and/or changes to this website. It is therefore advisable to regularly check this privacy statement.