

## Privacy statement OTTO Health Care

On this page you will find the privacy statement of OTTO Health Care ("**OTTO**"). In the course of our work, we process personal data of the healthcare professionals registered with us and also of the users of our websites. We are committed to being transparent and would therefore like to explain to you in this privacy statement what data we collect from you when you register with us online ([www.ottohealthcare.eu](http://www.ottohealthcare.eu)). We also explain why we collect this data, how we secure your data and what rights you have with regard to the processing of your data.

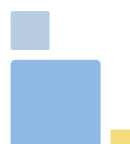
### 1. General

### 2. What data is collected from me and why?

If you want to use the services of OTTO, we need a number of details from you. We collect and process this data, among other things, for the performance of our services and to bring our services to your attention and to keep you informed about them. This includes temporary employment, mediation, secondment, recruitment & selection, payroll administration, personnel management, personal development, payroll and employability. More specifically, we collect the following data from you for the following purposes:

Category of data subjects	Data
(Candidate) Workers	<p>If you want to register with OTTO, we need a number of information from you. We need this information from you so that we can assess your suitability for a particular position. This concerns at least the following data:</p> <ul style="list-style-type: none"> <li>• Name and address details (name, address, place of residence)</li> <li>• Email address</li> <li>• Gender</li> <li>• Date of birth</li> <li>• Telephone number</li> <li>• CV and cover letter, often containing information about your education and experience</li> </ul> <p>In addition, you always have the option to provide us with more information. This data will also be processed by us. Of course, you are in control of that. You are responsible for the accuracy and relevance of the data you provide to us. We then use this additional data to be able to tailor our services even better to your specific qualities and wishes or to meet the specific wishes of our clients.</p> <p>We use the above-mentioned data for the following purposes:</p> <ul style="list-style-type: none"> <li>• To comply with the laws and regulations to which OTTO is subject;</li> </ul>

	<ul style="list-style-type: none"> <li>• to assess your suitability for a particular assignment or position, your To record availability and introduce or connect you with one or more (potential) relations and/or clients;</li> <li>• to inform you about our services, professional information and/or other activities and to be able to make offers to you on behalf of OTTO;</li> <li>• educational opportunities, career and/or career advice and/or other (work-related) services, mediating you to work, work carried out for clients, to deploy you in the clients, or to arrange assignments for you;</li> <li>• to allow you to use and access our private website, portals and other online environments.</li> </ul> <p><i>Special personal data</i> OTTO is very reluctant to process special personal data, such as data about your health, race and religion. We only process this data if you have given explicit permission for this, if we need this data to comply with our legal obligations or if this is explicitly permitted by or pursuant to the law.</p>
Applicant Staff Positions	<p>When you apply for a job at OTTO (open or focused on a vacancy), we need a number of information from you. This concerns at least the following data:</p> <ul style="list-style-type: none"> <li>• Name and address details (name, address, place of residence)</li> <li>• Email address</li> <li>• Gender</li> <li>• Date of birth</li> <li>• Telephone number</li> <li>• CV and cover letter, often containing information about your education and experience</li> </ul> <p>We need this information from you so that we can assess your suitability for a particular role and contact you.</p> <p>The above and any other data provided by you will be processed together with our own</p>



	<p>concise relevant observations and impressions.</p> <p>Requesting references may be part of the procedure. We will only do this if you confirm that this can take place.</p> <p>If necessary and relevant to the position, OTTO can also consult public media sources, such as LinkedIn, among others. Where appropriate, this is intended to protect OTTO's business assets and employees/customers.</p> <p>If your application is successful, OTTO will retain your personal data collected during the recruitment process.</p>
Website visitors	<p>When you visit the OTTO website(s) as a website visitor, data about your visit is automatically processed via Google Analytics. This concerns data about the date and time that you visit our website, the website from which you came to our website, the region from which you visit our website, the pages and parts of the website that you visit (how often, for how long and in what order), what information you upload or download from the website and what information you view. In addition, we collect certain other non-identifiable information about the users of the website.</p> <p>We collect the above data so that we can optimally tailor the content of the website to the wishes and needs of the visitors to our website. We may retain the non-identifiable information for future use and may also pass it on to third parties. For more information about the use of cookies, please refer to our cookie policy.</p> <p>You can send us messages via the contact page. We then process this data in order to be able to answer your question or to handle an unexpected complaint.</p>

Our website contains references (hyperlinks) to websites of other parties. This privacy statement does not apply to the websites of these third parties. For this reason, we recommend that you read the privacy policies of these others' websites so that you are aware of how they handle your privacy. In this context, see also our before mentioned cookie policy.

### **3. When do we collect personal data?**

We collect your personal data from the moment you register via our website, register with one of our recruitment offices in Europe or when you apply directly for a vacancy or otherwise register or are registered with OTTO.

#### **4. The legal bases on which we base the processing of your personal data**

We base the processing of your personal data on various legal grounds. We process a large part of the personal data that we process about you because this is necessary to execute our agreement with you and with our customers. In addition, we process your personal data because we believe this is necessary for the purposes of our legitimate interest in informing and keeping you informed of our activities and making you offers. Some personal data will also only be processed after your consent. Finally, in some situations we are legally obliged to process certain data (for example your BSN and a copy of your ID document), including when you start working for us.

#### **5. How long will my personal data be kept?**

We do not store your personal data longer than is necessary to achieve the purposes stated in this privacy statement or when we have to comply with statutory retention periods.

Insofar as it concerns personal data that you have provided in the context of employment mediation, we use the following retention periods. First of all, you can always ask us to delete the data you have provided. If you do not do so, we will retain your data for a period of no more than two years after the day of your registration or after the day on which you last worked for us, unless the personal data is necessary to comply with a statutory retention obligation, as is the case with tax-relevant data or ID documents.

If you have applied for a staff position (a permanent position at OTTO itself) and have been rejected, OTTO will only keep some basic data. OTTO stores this data to ensure that the recruitment process runs efficiently in the future. We store this data for a maximum of 2 years after completion of the application procedure. If you object to this, you can ask us to delete this data. You can do this by sending an email to: [info@ottohealthcare.eu](mailto:info@ottohealthcare.eu). All other personal data will be deleted four weeks after the application procedure has been completed, unless you have given OTTO permission to keep the personal data for one year after the end of the application procedure. You can revoke this consent at any time. You can do this by sending an email to: [info@ottohealthcare.eu](mailto:info@ottohealthcare.eu)

#### **6. How is the personal data collected secured?**

OTTO considers your privacy to be of paramount importance. For this reason, we take various measures to prevent loss, theft or other unlawful use of your personal data. For example, where necessary, we work with encrypted communication and secure connections. In addition, we take the necessary measures with regard to physical and logical access security.

#### **7. Who receives your personal data?**

OTTO receives your personal data. OTTO will not sell your personal data to third parties under any circumstances. In addition, OTTO will only provide your personal data to third parties if we are contractually or legally obliged to do so, for collection purposes, or when this is necessary to perform or draw attention to our services, such as:

- to introduce you to our clients;
- to be able to make offers to you;
- to be able to keep you informed of our services; and
- arranging housing for employees.

We have made written agreements with these organisations (where possible and necessary) about the handling and security of personal data and what they can and cannot do with it.

#### **8. Can I submit a request to view, correct or delete my personal data collected from OTTO?**

If you are registered with OTTO or if you have visited our website, you can at any time (free of charge) request access to the data that OTTO processes about you and have it corrected or deleted by sending a request to [info@ottohealthcare.eu](mailto:info@ottohealthcare.eu). To verify the identity, OTTO may ask to send a copy of the identity document with the request, whereby the BSN and the passport photo have been made invisible. Please note: the BSN can be found in several places on the identity document.

In addition, you have the right to file a complaint with the Dutch Data Protection Authority if you unexpectedly believe that we do not handle personal data carefully. It is possible to object to the processing of your personal data by OTTO if your personal data is used for purposes other than those necessary for the execution of an agreement or are necessary for compliance with a legal obligation. For example, you can object to the use of your personal data for marketing and sales activities. You can do this by sending an email to [info@ottohealthcare.eu](mailto:info@ottohealthcare.eu).

In addition, you have the so-called right to data portability. This means that you have the right to obtain the personal data concerning you that you have provided to OTTO in a clear form. You can also send an e-mail to [info@ottohealthcare.eu](mailto:info@ottohealthcare.eu) for this.

If you object to the processing of your personal data that is necessary for the performance of our work, we consider it important to mention that without your personal data it is not possible to offer our services to you as an employment agency.

#### **Concluding remarks**

OTTO reserves the right to amend this privacy statement. Any changes will be announced on this page. OTTO therefore advises the user to regularly check this page to see if any changes have been made.

