

ZumpolleVanderStoel takes the confidentiality of personal data very seriously and acts in accordance with the requirements of the General Data Protection Regulation (Algemene Verordening Gegevensbescherming, AVG). This privacy statement (effective from 25 May 2018) will be employed whenever personal data is provided to ZumpolleVanderStoel.

1.

### **ZumpolleVanderStoel**

Zumpolle Van der Stoel B.V. is located at Jan van Goyenkade 12-II, 1075 HP in Amsterdam, the Netherlands. ZumpolleVanderStoel can be reached by phone on +31 (0) 20 570 35 55 and email at [info@zumpollevanderstoel.nl](mailto:info@zumpollevanderstoel.nl).

2.

### **Types of personal data**

ZumpolleVanderStoel only uses personal data insofar as it is necessary for the administrative purposes listed below. Where necessary, we make use of the following personal data, if available:

- i. name and address
- ii. title
- iii. phone number(s)
- iv. email address(es)
- v. gender
- vi. photo, possibly from public sources
- vii. date of birth/age
- viii. relevant practice areas and jurisdictions
- ix. education/qualifications
- x. previous roles and employers
- xi. current role(s)
- xii. work experience
- xiii. curriculum vitae, LinkedIn profile and/or company profile on website
- xiv. correspondence
- xv. notes of meetings

3.

### **Administrative purposes**

ZumpolleVanderStoel uses personal data exclusively for the following purposes:

- to search for a suitable new position;
- to consult regarding a possible new position;
- to discuss and guide regarding career opportunities;
- to implement any assignment(s) for clients;
- to carry out business development; and/or
- to maintain contact.

4.

### **What does ZumpolleVanderStoel do with personal data?**

ZumpolleVanderStoel stores any personal data it receives, and any personal data from public sources (business social media platforms such as LinkedIn or public company websites), in a database.

5.

**Legal basis**

ZumpolleVanderStoel uses personal data on the basis of permission, on the basis of an agreement, or on the basis of the legitimate interests of ZumpolleVanderStoel.

Personal data will only be provided to third parties if additional explicit permission has been given by the candidate.

6.

**Retention period**

The personal data of candidates will in principle be retained for one year. After which, the candidate will receive a notification in which they are reminded that their personal data has been saved, asked once again for permission to use this data, and once again informed of their legal rights.

Personal data of (potential) contact persons will be retained until the moment that that contact person informs ZumpolleVanderStoel that they no longer appreciate having their data retained.

7.

**Security**

ZumpolleVanderStoel has taken appropriate technical and organisational steps to protect personal data against loss or any form of unlawful use.

8.

**Withdrawal of permission, access, rectification, deletion, limitation or portability**

Anyone can withdraw their consent to the use of their personal data at any time. Anyone can at any time also request from ZumpolleVanderStoel:

- access to their personal data;
- rectification of their personal data;
- deletion of their personal data;
- limitation of use;
- portability of their personal data.

Such a request can be sent to the e-mail or postal addresses mentioned in article 1 of this privacy statement.

Prior to meeting such a request ZumpolleVanderStoel will ask for identification.

ZumpolleVanderStoel tries to respond to enquiries as quickly as possible, and within no later than one month.

9.

### **Cookies**

ZumpolleVanderStoel uses Functional cookies in order that its website can function properly, and Analytical cookies in order to monitor use of its website. These cookies do not use any personal data. This does not apply to third parties who are connected to the website of ZumpolleVanderStoel, such as Facebook and Twitter.

10.

### **Questions, comments and complaints**

ZumpolleVanderStoel can be reached with any questions, comments or complaints by email or post via the addresses mentioned in article 1 of this Privacy Statement.

Anyone has the right at any time to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).