

Privacy Policy

About this policy

International Onshore Offshore Recruitment Services B.V. (IOORS) are committed to protecting the privacy of individuals' Personal Information. IOORS is bound by the various applicable laws in regards to the privacy principles set out in them. (NBBU provides its members with concerning AVG/GDPR).

'**Personal Information**' is information or an opinion (whether true or not and whether recorded in material form or not) about an identified individual, or an individual who is reasonably identifiable.

This privacy policy outlines how IOORS manages Personal Information, including the type of information, how it is collected and held, the purposes for which it is collected, held, used and disclosed and as well as how individuals can access their information and make enquiries, notifications or complaints about breaches of the legislation or privacy principles. IOORS deals with Personal Information in accordance with the applicable legislation and this policy.

Types of Personal Information

IOORS collects Personal Information about individuals, e.g. candidates for employment and employees, clients and prospective clients, consultants, subcontractors, suppliers and industry participants.

This can include things such as name, address, telephone number, email address, date of birth, age, gender, marital status, banking details, driver's license and other occupational license details, passport number and/or passport copies, Visa's, Offshore Certificates, Seaman's Book, insurances, proof of the right to work in certain countries, resumes, qualifications, next of kin, employment history, references and use of IOORS's services.

We aim to collect this information only as reasonably necessary to assist candidates to find employment, to provide proposals and services to our clients and candidates, to understand and forecast our business and to respond to requests for information.

General information

We may also collect general information about you from your access to our websites (for statistical purposes). This general information is usually anonymous and we do not use it to identify you. However, due to the nature of internet protocols, such information might contain details that identify you, such as your IP address, internet service provider, the web page directing you and your activity on our website. We use the information we gather on the website for the purposes of providing our services, responding to any queries you may have, operating

and improving the website, fostering a positive user experience and delivering the products and services that we offer.

We collect data from our website using various technologies, including 'cookies'. A 'cookie' is a text file that our website sends to your browser which is stored on your computer as an anonymous tag identifying your computer (but not you) to us. You can set your browser to disable cookies. However, some parts of our website may not function properly (or at all) if cookies are disabled.

How we collect and hold Personal Information

We will generally collect Personal Information directly from you, if you choose to provide this Personal Information to us by creating a personal profile. We will generally only collect Sensitive Information about you with your written consent (most of the time E-mails) and if authorized by law. By providing us with Personal and Sensitive Information, you consent to our collection and use of it for the purposes set out in this policy.

'**Sensitive Information**' is a sub-set of Personal Information about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health information, genetic information that is not otherwise health information, biometric information that is to be used for the purpose of automated biometric verification or biometric identification or biometric templates.

IOORS takes reasonable steps to hold Personal Information using appropriate physical and/or electronic security technology, settings and applications (e.g. passwords and firewalls), and by training staff who deal with Personal Information on our policies and procedures. These measures are designed to protect Personal Information from unauthorized access, modification or disclosure; and from misuse, interference and loss. Notwithstanding this, you should be mindful that the internet is generally not a secure environment.

Purposes for which Personal Information is collected, held, used and disclosed

IOORS will only use Personal Information for the primary purpose for which we collect it, or a secondary purpose related to the primary purpose for which you would reasonably expect us to use the collected information. (Finding Jobs / Opportunities matching your skills and experience)

We will not use your information for an unrelated secondary purpose unless we obtain your written consent and an exception applies (e.g. it is authorized by law; or it is impracticable to obtain your consent and we believe it is necessary to lessen a serious threat to the life, health or safety of any individual).

Some examples of the purposes for which we collect, hold and use Personal Information are to conduct business with or provide services (including providing your details to clients and to prospective employers if you are an applicant for employment or job placement) and otherwise



administer clients' accounts, including responding to audit requests by clients, market or otherwise promote our services, disclose health information to health professionals in a medical emergency, record details of incidents for insurance purposes, contact family if requested or needed, improve our services through audits, surveys etc., obtain professional advice and comply with our obligations under applicable laws.

We may disclose Personal Information to third parties, such as professional advisers, courts, tribunals, regulatory authorities, other companies and individuals for the purposes such as complying with our obligations under contract or as required by law, having services performed such as delivering packages, addressing warranty claims, sending correspondence, obtaining searches from public records and processing payments and recovering unpaid debts. We may also disclose your information to our business associates, auditors, and financial services, IT or insurance providers, for them to provide or offer services to you. We will not authorize third parties to use your Personal Information for any other purpose. If we disclose your Personal Information to third parties, and where applicable under the applicable country-specific Privacy Act, we will make sure to enter into a processing agreement with such third parties, in order to protect the Personal Information we share with them.

Disclosure to overseas recipients

IOORS has operations and entities (Business Partners / Representatives) based worldwide and the countries in which we operate may change from time to time and we may have clients seeking to employ candidates or engage our services all over the world. We may share Personal Information within IOORS on a worldwide basis, such as another office of IOORS, a prospective supplier or host employer (Business Partners in the Country of assignment). We will take all reasonable steps to ensure adequate mechanisms are in place to protect your information.

Access to and correction of Personal Information

You are entitled at any time, upon request and subject to any exception under the applicable country-specific Privacy Act and privacy principles to access your Personal Information held by us. We will respond within a reasonable time after the request is made and give access to the information in the manner requested by you, unless it is impracticable to do so. We will not disclose commercially sensitive information to you.

We refer to / point out your rights to access, amend, request for minimalization, delete, transfer, retrieve and change personal data relating to you.

If any of the information we have about you is inaccurate, out-of-date, irrelevant, incomplete or misleading, or you request we correct any information, we will take reasonable steps to ensure the information held by us is accurate, up-to-date, complete, relevant and not misleading. If you request, we will notify the correction to recipients to whom we have disclosed the information, unless it is impractical or unlawful. If we refuse your request, we will explain the reasons for refusal and advise on the mechanisms to complain.

Data Leak procedure

Everyone is entitled to respect for and protection of his privacy and careful handling of his or her personal data. This means that companies and governments must protect the personal data they process against loss and unlawful processing. If a data breach takes place regardless, this must be reported to the relevant Data Protection Authority if the data breach leads to a considerable likelihood of serious adverse effects on the protection of personal data, or if the data breach has serious adverse effects on the protection of personal data. The data breach must also be reported to the data subjects if it is likely to adversely affect their privacy.

This also applies to IOORS. When deciding whether a notification of a certain incident needs to take place, a number of comparative assessments must be made. This assessment process is laid down in IOORS Protocol Notification Data Leak. As soon as you face a data breach or a presumed data breach, this must be reported immediately to the Global Privacy Officer of IOORS. This can be done by sending an email to hr@ioors.com.

Complaints

If you wish to complain about the way IOORS handles your personal data, please contact IOORS B.V. ' Global Privacy Officer:

Global Privacy Officer (HR Dept.)
IOORS B.V.
Aston Martinlaan 25
3261 NB – Oud-Beijerland
The Netherlands
Tel: 00.31.186.620.510

Or send an email to: hr@ioors.com

IOORS reserves its right to amend this policy from time to time and re-publish it on our website.

Oud-Beijerland, the Netherlands
updated – May 24th, 2018