

Privacy Policy for the Job Marketing Platform

Updated: 28 May 2019

1 Introduction

- 1.1 This Privacy Policy (“**Policy**”) is used by VONQ B.V. (“**VONQ**”, “**we**”, “**us**”, “**our**”), a company with limited liability under the laws of the Netherlands, having its registered office in Rotterdam, the Netherlands, and its principal place of business at Westblaak 175, (3012 KJ) Rotterdam, the Netherlands and registered at the Chamber of Commerce under registration number 24402216. VONQ can be reached by emailing us at hello@vonq.com.
- 1.2 VONQ values the rights that have been admitted to natural persons within especially the General Data Protection Regulation (“**GDPR**”), German Federal Data Protection Act (“**BDSG**”) and German Telemedia Act (“**TMG**”), the Privacy and Electronic Communications Regulations (“**PECR**”), and the Dutch Data Protection Act (“**DDPA**”), and therefore would like to inform you about the processing of data by VONQ. The Policy applies to all processing of data that identifies you or may be used by VONQ to identify you with (“**Personal Data**”) as performed in the course of your activities on the platform located at platform.vonq.com (“**Platform**”) and where we provide the services as available through the Platform (“**Services**”) to you. In cases Personal Data is processed by our website “vonq.com”, we kindly refer you to the responding Privacy Policy which can be found here: <https://www.vonq.com/nl/privacy-policy/>.
- 1.3 When making use of the Platform and/or our Services, two types of Personal Data are processed by VONQ:
 - 1.3.1 Personal Data in relation to you as a user of the Platform and/or the Services for which we have determined the purpose and means of processing and for which we are the ‘data controller’ pursuant to the GDPR (“**VONQ Personal Data**”);
 - 1.3.2 Personal Data for which you or the company you work for has determined the purpose and the means and thus for which you or the company you work for are the ‘data controller’, including data that identifies potential employees (“**Applicant**”) and any Personal Data that you input as part of job descriptions or further activities on the Platform (collectively known as “**Customer Personal Data**”). For specific information on the processing of Customer Personal Data by VONQ, you are referred to article 3 of this Policy.
- 1.4 We may amend the Policy at any time. In case the Policy is amended, this amended Policy will be made available to you through the Platform.

2 Processing of VONQ Personal Data

- 2.1 VONQ is processing your Personal Data because you are visiting the Platform. If you visit our Platform for purely informational purposes we will only process those of your Personal Data which are automatically transmitted to us by your Internet browser (“**Log Data**”): IP address; Browser type and browser version; Used operating system; Referrer URL; Hostname of the accessing device; Date and time of the request; amount of data sent. VONQ uses the Log Data only for statistical evaluations for the purpose of operation, security and optimisation of the Platform. These Log Data cannot be assigned to specific persons and will not be merged with other data sources. VONQ reserves the right to subsequently check this Log Data if concrete indications of illegal use become known.
- 2.2 On the Platform, you may perform activities such as making use of the Services as provided through the Platform. Where you provide Personal Data to us in the course of those activities, we will process such Personal Data as well.

- 2.3 While pseudonymous usage profiles may be created for advertising, market research, and site design purposes, VONQ does not perform any automated decision making based on this profile, including profiling as referred to in article 22(1) and (4) GDPR.
- 2.4 From users of the Platform, we collect and process the following VONQ Personal Data:
- 2.4.1 IP Address
 - 2.4.2 Your first and last name;
 - 2.4.3 The name of the company you work for;
 - 2.4.4 Your job title;
 - 2.4.5 The country you or your job are in;
 - 2.4.6 Your email address;
 - 2.4.7 Your phone number.
- 2.5 The Personal Data under 2.3 is mandatory and necessary to enter into an agreement with us. We collect this VONQ Personal Data by asking you to provide us with it.
- 2.6 Apart from the above-stated list, we collect and process Personal Data such as your IP address, as collected via cookies and similar techniques (please be referred to article 6) automatically as VONQ Personal Data. This is not mandatory and not necessary to enter into an agreement with us. Should you choose not to provide this information, we may not be able to offer you the Platform as intended.
- 2.7 VONQ anonymises the Personal Data, which means we transform the Personal Data into data that can no longer be attributed to a natural person. We call this data 'Non-Personal Data'. VONQ hereby reserves the right to store Non-Personal Data for the purposes as referred to in the Policy, in specific article 4, and as long as we find to be necessary.

3 Processing of Customer Personal Data

- 3.1 Where you make use of the Platform, you provide Customer Personal Data to VONQ, such as contact details within the job description. Where you have requested such, VONQ may assist you in processing such data. You or the company you represent determines the purposes and the means of the processing of such Customer Personal Data and therefore you are referred to as a data controller pursuant to the GDPR. VONQ does not determine this processing of Personal Data, and therefore is under no circumstance the data controller pursuant to the GDPR.
- 3.2 By making use of the Services of VONQ and providing Customer Personal Data to VONQ, you consent that you or the company you represent is at all times responsible to make sure you are allowed to provide VONQ with Customer Personal Data and that VONQ is allowed to process Customer Personal Data on your behalf.
- 3.3 VONQ will process the Customer Personal Data on behalf of you as the data controller. You or the company you represent is responsible to allow all Applicants to invoke their data protection rights as set out in the GDPR. Any questions regarding the processing of Applicants Personal Data, where possible, will be directed to you or the company you represent.

4 Purposes of processing VONQ Personal Data and the legal basis thereof

- 4.1 VONQ Personal Data is collected and processed by VONQ for the following purposes:
- 4.1.1 Providing the Platform to you;
 - 4.1.2 Analysing the effectiveness of the Platform;
 - 4.1.3 Allowing you to contact VONQ and allowing VONQ to respond to your request;
 - 4.1.4 Identifying you to perform the Services you requested;
 - 4.1.5 Performing the Services that you requested;
 - 4.1.6 Collecting feedback on our Services;

- 4.1.7 Promoting the use of our Services and Platform;
- 4.1.8 Analysing VONQ Personal Data to improve the Services;
- 4.1.9 Improving the Services and Platform;
- 4.2 VONQ processes the VONQ Personal Data on the following legal basis:
 - 4.2.1 The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
 - 4.2.2 The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - 4.2.3 Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, where such legitimate interest comprises the interest to perform the agreement with the company the data subject is employed with or in any other way works for and, in addition, the legitimate interest comprises the interest to perform the requested Services, provide the Platform and conduct the business model of VONQ in the most optimal way.

5 Retention times

- 5.1 We store your Personal Data as long as necessary to perform the purposes of processing as stated in article 4 of the Policy. In addition, the following specific retention times apply.
- 5.2 When you are a user of the Platform, we will store your Personal Data for the term of the performance of the agreement that you or the company that you work for have entered into. In addition to this, we will store your Personal Data for an additional two years, unless any applicable laws or legislations require longer storage.

6 Cookies and Google Analytics

- 6.1 As stated above, VONQ collects Personal Data automatically via cookies and similar techniques. These are small data files placed and stored on your internet browser on your computer to serve as an identifier, to navigate through the Platform, and to enable certain features of the Platform. These do not damage your computer and contain no harmful software.
- 6.2 Our Cookie Policy may be read at: <https://www.vongq.com/privacy-policy/>

7 E-mail

- 7.1 You may provide your email address to VONQ via the Platform. This data is used with your consent to contact you in the most optimal way and to perform the activities you have requested. For example, we may contact you to inform you on the status of your activities within the Platform.
- 7.2 Further to the above-stated e-mails, VONQ may contact you to further promote VONQ and its brands, products, and services. Where necessary, we will obtain your consent prior to sending these emails. Every e-mail offers you the possibility to withdraw consent and opt-out of emails from VONQ.

8 Recipients of Personal Data

- 8.1 All Customer Personal Data, as is written in the job description, shall be posted on
- 8.2 When such is necessary to perform our Services to you, we may transfer Personal Data to our processors. Processors shall always act and process Personal Data on behalf of VONQ and the instructions we provide them with. These may include:
 - 8.2.1 Marinsoftware for creating candidate audiences (EU based);
 - 8.2.2 Google for retargeting (US based company, part of EU-US [Privacy Shield](#));

- 8.2.3 MrWork for Social Advertising and retargeting (Netherlands based);
 - 8.2.4 Mailgun for sending emails (US based company, part of EU-US [Privacy Shield](#));
 - 8.2.5 Amazon for storing attachments (EU based);
 - 8.2.6 Prolocation Server hosting provider (Dutch company);
 - 8.2.7 Filestack to upload files (US based company, part of EU-US [Privacy Shield](#));
 - 8.2.8 Intercom to communicate with users (US based company, part of EU-US [Privacy Shield](#))
- 8.3 When such is necessary to perform the Services, we will provide the Personal Data to affiliated companies of VONQ. These companies are:
- 8.3.1 VONQ GmbH, Georg-Glock-Straße 8, 40474 Düsseldorf, Germany.
 - 8.3.2 VONQ UK Ltd., 1 Burwood Place, London W2 2UT, United Kingdom.

9 Security

- 9.1 VONQ ensures that it has taken all measures as stated in article 32 GDPR, meaning that, considering the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, VONQ has implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including, among others, as appropriate:
- 9.1.1 The pseudonymisation and encryption of personal data;
 - 9.1.2 The ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - 9.1.3 The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
 - 9.1.4 A process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 9.2 Should any Personal Data breach occur and result in a high risk to your rights and freedoms or the rights and freedoms of Applicants, we will communicate this to you without undue delay.

10 Your rights

- 10.1 The GDPR provides data subjects, depending on the situation, with the following rights:
- 10.1.1 The right to access Personal Data;
 - 10.1.2 The right to rectification of Personal Data;
 - 10.1.3 The right to request from VONQ the erasure of Personal Data;
 - 10.1.4 The right to request VONQ whether the processing of the Personal Data may be restricted;
 - 10.1.5 The right to object to processing;
 - 10.1.6 The right to data portability;
 - 10.1.7 Where the processing is based on consent: the right to withdraw such consent at any time, without such withdrawal having an effect on the legitimacy of the processing prior to withdrawal;
 - 10.1.8 The right to lodge a complaint at a supervisory authority.
- 10.2 When performing these rights, VONQ may request specific additional information. Such additional information will only be processed for the purpose of performing the rights mentioned.

11 Children rights

- 11.1 Our Service does not address anyone under the age of 16 ("**Children**").

11.2 We do not knowingly collect personally identifiable information from Children. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from Children without verification of parental consent, we take steps to remove that information from our servers.

12 Questions

12.1 Should you have any questions after reading the Policy, or would like to exercise any right as stated in the Policy, please do not hesitate to contact us with the details provided to you in the Policy or email us and our data protection officer at legal@vonq.com.