



PRIVACY Statement of GOODMORNING BV

GOODMORNING Holding BV is established at Penningweg 25, 4879 AE, Etten-Leur.

GOODMORNING is the data controller pursuant to the GDPR and consequently controls the processing of personal data and determines the purposes and means of processing. This Privacy Statement sets forth the Privacy Policy of GOODMORNING.

GOODMORNING Holding BV includes:

Goodmorning B.V.

Goodmorning Personeel B.V.

Goodmorning ADMIN B.V.

Goodmorning Sourcing B.V.

GOODMORNING SP.ZO.O.

Al. Mickiewicza 5a77-400

Złotów, Poland

PL7671635189

SC. GOODMORNING RECRUITMENT SRL.

Marasti No 18 . bl.3 sc.C parter

SUCEAVA, Romania

GOODMORNING UKRAINE LLC

O.Kobylanska 7 office 2

58002 Chenivtsi, Ukraine

This Privacy Statement also applies to the processing of personal data through the various websites including: www.goodmorning.pl, www.goodmorningro.ro, www.goodmorning.ukraine.com, www.goodmorning.hu.hu and www.goodmorning.nl through the various GOODMORNING companies and the sub-domains of those websites.

GOODMORNING BV (hereinafter referred to as: GOODMORNING) believes that the protection of your privacy and (personal) data is of the highest essence. The term 'personal data', means online and offline data collected from stakeholders such as: website users, job seekers, employees and clients. These data are therefore carefully processed and secured and GOODMORNING is responsible for this. Through our Privacy Statement, we inform you of the data we collect and process, why we collect and process these data and how you can change or remove these data. This way you will understand exactly how we work.

If you provide us with information voluntarily, we will use this information in accordance with our Privacy Policy. All data acquired by GOODMORNING will be treated with the utmost care and secured in accordance with the requirements of the General Data Protection Regulation (GDPR).

What personal data do we collect and process?

GOODMORNING only collects and processes personal data which is necessary for the provision of its services such as job placement and payroll processing. We process these data in order to meet the requirements and wishes of employees and the hiring party/client. Access to these data is restricted to those employees/third parties who require these for their task. Since we, as a temporary employment agency, are responsible for the accuracy of these data, we will ask you periodically whether the data provided are still correct. Personal details include: all details by which a natural person can be identified. For example, name and address details, email addresses, telephone numbers, employee numbers, dates of birth, gender, nationality, work experience and education, IP addresses and login details. Special personal data include all data that reveal a person's racial or ethnic origin, political opinions, religious or philosophical persuasions and health. In principle, we do not process special personal data, unless a legal exception applies and it is strictly necessary to do so. GOODMORNING cannot be held responsible in any way for data you have

provided us with. The data will be stored on GOODMORNING's own secure servers or those of a third party. We will not combine personal data with other personal data we have.

Why do we collect and process personal data?

We collect your data for the execution of our services. Our services include agency activities, temporary employment, secondment, recruitment and selection, personal development and employability, salary administration and personnel management.

We process personal data of employees for the following reasons:

1. In order to comply with the laws and regulations applicable to Goodmorning;
2. To assess your suitability for a certain assignment or position, to record your availability and to introduce you to or bring you into contact with one or more (potential) relations and/or clients;
3. To inform you about our services and/or other activities and to make offers on behalf of Goodmorning;
4. to offer you training opportunities, career advice, accommodation, health insurance in accordance with the ABU collective labour agreement (for employment agencies) and/or other (work-related) services, to provide agency activities for you, to have you perform work for clients, to deploy you for clients, or to arrange assignments for you;
5. To allow you to use and access our portals and other online environments;

We process personal data of clients for the following reasons:

- To send you offers and inform you about our services and activities. And ultimately to be able to better tailor information to your wishes and information needs.
- So we can contact you for commercial offers such as promotions and newsletters. In order to receive newsletters, you must register. You can easily unsubscribe using the unsubscribe link in the footer of the newsletter.
- To assess your suitability and availability for employment and work for a period of one year or several years (year-round).
- So that we can enter into and maintain an employee or staff relationship with you and carry out administrative work for you.
- To convert an order into a signed contract between GOODMORNING and the hirer/client and to maintain and execute this contract with the hirer/client.
- To be used for management purposes, security reasons and to carry out audits.
- To obtain certifications.
- So that we can comply with laws and regulations when we have entered into an employee or staff relationship with you.

How do we deal with personal data of customers obtained through our website?

GOODMORNING collects and uses your personal data to provide the services you have requested. If you request information or a quotation via the contact form, we will ask you for your name, email address and possibly some additional data. We will only use your details to process your request. When you send a request, email or other messages to us, we may save those messages.

We keep data related to the use of our website, for example the number of visitors in a certain period, from which countries our visitors visit our site, and which pages are viewed most often. We record your IP address and domain name. In order to adapt the facilities and functions to the equipment of the user, we also keep track of the type of browser you use to access our website. The obtained information is the property of GOODMORNING. The information is used to improve our services and possibly our marketing activities. The information obtained through the website is in no case rented or sold to third parties. We also collect data when it is posted by you or others on public media such as social media and which shows that you are interested in our services. In this situation, we will approach you and contact you in accordance with our conditions and in compliance with our Privacy Statement. If you are not interested, we may process relevant data to correctly deal with your wish not to be contacted.

How do we deal with personal data of temporary workers obtained through our websites?

If you register as a temporary employee through one of our websites and you agree to use our agency, GOODMORNING will contact you to complete your documents. If you are hired as a temporary employee for GOODMORNING, you will receive a user name and a password through email. With this user name and password you can login to the GOODMORNING app and GOODMORNING portal. You can login to the GOODMORNING portal through our website and the app can be downloaded from our website. When you first log in, you will be asked to change your password. In the portal only you can view your data, as you only have reading access. If you want to change your data in the portal, you can do so through GOODMORNING. You can call us or send an email to change your data. In the app you can change your own data. The app also allows you to digitally sign personal documents.

GOODMORNING collects and uses your personal data to operate the GOODMORNING website and to provide agency services between you as a temporary employee and our hirers/clients. If you contact us through the contact form, we ask for your name, email address and possibly some additional data. We will only use your details to process your request. When you send a request, email or other messages to us, we may save these messages.

We keep data related to the use of our website, for example the number of visitors in a certain period, from which countries our visitors visit our site, and which pages are viewed most often. We record your IP address and domain name. In order to adapt the facilities and functions to the equipment of the user, we also keep track of the type of browser you use to access our website. The obtained information is the property of GOODMORNING. The information is used to improve our services and possibly our marketing activities. The information obtained through the website is in no case rented or sold to third parties. We also collect information when you approach us through social media and which show that you are interested in our employment services. In this situation we will approach you and contact you in accordance with our conditions and in compliance with our Privacy Statement. If you are not interested, we may process relevant data to correctly deal with your wish not to be contacted or registered.

Use of cookies

GOODMORNING makes use of cookies in offering its services. A cookie is a small file that is sent with pages from our website and stored by your browser on the hard drive of your computer. We use cookies to remember your settings and preferences. You can disable these cookies via your browser. How you can do this varies from one browser to another; please consult the help function of your browser. You can also set your browser to completely opt out of receiving cookies; however, this will limit the user experience on the website.

Cookies are also placed via our website using the Analytics service provided by the company Google. We use Google Analytics to track and receive reports about how visitors use the website. Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on Google's behalf. We have no influence on this. The privacy of visitors to our website is respected by all our employees. The information and personal data are treated confidentially, also by third parties responsible for the security of your data storage, and are not used for purposes other than those stated.

GOODMORNING newsletter

We also send a newsletter to inform interested parties about our services and related issues. Your e-mail address is only added to the list of subscribers with your explicit permission. Every newsletter contains a link which you can use to unsubscribe. The address file of the newsletter will not be provided to third parties. In the newsletter we refer to our Privacy Statement.

Security of personal data

GOODMORNING ensures appropriate organisational, technical and physical security of your personal data. GOODMORNING stores the personal data you provide on computer servers securely in a controlled, secure environment, protected against unauthorised access, use or disclosure. If data is provided to data processors that provide services or execute assignments on behalf of GOODMORNING, GOODMORNING has agreed that they shall also secure the personal data in the best possible manner.

Sharing personal data/Transmission to third parties

GOODMORNING shall always be responsible for ensuring that the personal data transmitted is adequately protected. GOODMORNING does not sell, rent or lease customer lists to third parties. GOODMORNING will never disclose your personal data without notice, except when required by law or in the good faith belief that such action is necessary in order to:

- comply with a legal request or with a legal process;
- protect and defend the rights or property of GOODMORNING;
- to act under urgent circumstances to protect the personal safety of users of GOODMORNING or the public.

As a data controller, GOODMORNING has concluded processing agreements with all third parties that process personal data of GOODMORNING, in order to ensure adequate processing of the personal data.

Time limits for the storage of personal data

GOODMORNING does not store your personal data longer than necessary and only retains data to achieve the purposes for which the data are collected. The data-retention periods employed by GOODMORNING depend on the applicable statutory retention periods. This excludes data that GOODMORNING has to keep for a longer period of time because we are obliged to do so by law. In this regard, we distinguish between a registered temporary employee, an active temporary employee and a temporary employee who is no longer active. More information on retention periods can be found in the appendix.

Retention period for a registered temporary agency worker

A registered temporary employee is a person who has registered as a temporary employee, but has not yet worked for GOODMORNING. As long as a registered temporary employee wants to use GOODMORNING's agency services for employment, we may keep relevant data. GOODMORNING is allowed to keep a copy of an identity document of the candidate as long as this is necessary, with a maximum of four weeks. If necessary and legitimate, data may be kept longer. In the event of an actual complaint or claim, GOODMORNING may store relevant data to the extent necessary to process this complaint or claim or until the time limitation has expired.

Retention period for an active temporary agency worker

An employed temporary employee is a person working for GOODMORNING and with whom GOODMORNING has entered into an employment contract. As long as the temporary employee works for GOODMORNING, GOODMORNING is allowed to keep personal data. For special personal data such as health data and sick leave other rules apply. These rules can be found on the website of the ABU www.abu.nl.

Retention period for a temporary agency worker no longer in employment

Personal data of temporary agency workers who have previously worked for GOODMORNING must in principle be deleted no later than two years after the day on which the temporary agency worker still worked for GOODMORNING. Certain data have to be stored for a longer period of time by GOODMORNING if a statutory minimum storage period applies. This includes data for the tax authorities.

Retention period for personal data of business relations

GOODMORNING stores contact data of employees of clients, suppliers, vendors and other entities which GOODMORNING has a business relationship with. We process these data for the purpose of sending offers and providing information about our services and to establish and maintain a business relationship. This includes personal data such as: names, contact details and positions of contact persons. GOODMORNING may pass on these data for the purpose of agency services. These data may also be passed on to other business partners and data processors who provide services on behalf of GOODMORNING. Or if GOODMORNING is obliged to forward these data due to a court order.

Your rights



You have the right at all times to request the data we have on you and, if so desired, to change or remove these data (or have them removed). To do so, please send an email to info@goodmorning.eu. To make sure that you are the person who has made the request, we ask you to send a copy of your proof of identity with the request. We ask you to black out the passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) in this copy. This is to protect your privacy. GOODMORNING will respond as soon as possible but in any case within 30 working days.

Amendments to our Privacy Statement

This Privacy Statement may be amended. GOODMORNING will periodically update this Privacy Statement to reflect company and customer feedback. GOODMORNING encourages you to periodically review the Privacy Statement to stay informed on how GOODMORNING is protecting your privacy and personal data.

Contact

GOODMORNING welcomes your feedback on our Privacy Statement. If you feel that GOODMORNING has not acted in accordance with this policy, please contact GOODMORNING at info@goodmorning.eu.