

Teamshape Privacy Statement

Our Privacy Statement sets out which personal data we collect and for what purpose. We recommend that you read this statement carefully.

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Teamshape Privacy Policy

Teamshape offers solutions for long-term employability of employees. The Teamshape programme supports employees using online learning systems. We process sensitive information, also referred to as personal data, for this purpose. In some cases we collaborate with other organisations or companies.

We consider the security of personal data to be of the utmost importance, which is why we process and secure personal data with due care and in compliance with the applicable privacy legislation. This means, for example, that we:

- clearly state the purpose(s) for which we process personal data. We do so in this privacy statement;
- limit the collection of personal data to personal details that are necessary for the purposes for which they are processed;
- ask you beforehand for explicit permission to process your personal data in cases where your permission is required;
- do not pass your personal data on to third parties, unless this is necessary for the provision of the requested service or we are legally obliged to do so;

- make agreements with third parties when we share your data to ensure that it is not used for any other purpose;
- take appropriate security measures to protect your personal data and require parties who process personal data on our behalf to do so too;
- respect your right to access, rectify or delete your personal data on request.

If you would like to contact us about this privacy statement, please use the contact details below.

Telephone +31 (0)30 – 305 0305
Monday to Friday, 10am to 4pm

Email Via the contact form on our website

Mail Teamshape B.V. Handelsweg 1a, 3481 MJ Harmelen

Use of personal data

When you participate in the Teamshape programme, we process your personal data and your opinions on work-related topics. We do this by, for example, asking you to complete questionnaires on working conditions and job satisfaction.

Personal data

Depending on the services and features you use in the Teamshape programme, we may process the following personal data:

- your first name and the first letter of your last name
- your personnel number
- your email address
- your answers to the questions
- your IP address

Special category data

It is also possible to receive personal health recommendations in the Teamshape programme. These recommendations are prepared on the basis of a questionnaire. Data about your health and vitality are special category data, so we may only process them with your express and explicit consent. This means that we ask you to perform an action when completing the questionnaire. Your personal health and vitality information will not be shared with anyone, including your team leader or employer – unless you explicitly request this, for example if you want to take a course to quit smoking. Participation in the vitality component of Teamshape is entirely voluntary. You can withdraw previously granted consent at any time.

Purposes

We process the above data for one or more of the following purposes (depending on which Teamshape features you use):

- to give shape to the dialogue on long-term employability
- to improve mutual cooperation
- to promote personal and professional growth
- to improve working conditions and increase job satisfaction
- to help you improve your health
- to answer your questions or deal with your complaints by email, mail, or telephone
- to improve our methodology

Provision of data to employer

Your answers will be used exclusively to create the roadmap for your Synergy Dialogue. This roadmap contains your answers to the multiple choice questions in the form of a summary. Your answers to the open questions are literally shown on your roadmap; this is clearly stated alongside the relevant questions. Your team leader is only able to view your roadmap if you give him/her permission to do so.

Your health information can only be accessed by you personally and is never visible to your employer.

An anonymised summary of all answers given by Teamshape participants is made at company level. Only this summary is made available to the employer, which means the employer has no way of finding out the answers you provided. They are only visible on your personal page, access to which requires double verification (password). Nobody else can access this personal page.

Provision of data to third parties

We never share the data you provide to us with third parties unless this is required for the execution of an agreement, for example data analysis with the aim of increasing the long-term employability of groups of employees. This data is only ever shared at group level and can never be traced back to individual employees. When we provide data to a third party, we require an agreement that your data will not be used for other purposes. Where possible, personal data is pseudonymised or anonymised. The agreement also stipulates that your data must be deleted as soon as it is no longer required.

In addition, we will not share the data you provide to us with other parties unless we are legally obliged to do so. For example, it may be that the Dutch Tax and Customs Administration's investigation service (FIOD) requests data from us as part of a fraud investigation. In that case, we are legally obliged to provide this information.

Securing and storing data

We take appropriate security measures to limit misuse of and unauthorised access to your personal data. For example, we ensure that only duly authorised persons have access to the data, that access to the data is blocked and that our security measures are checked regularly.

We do not store personal data for longer than necessary. That is, we keep the data for as long as is necessary for your participation in the Teamshape programme. The exception to this is any data we may need to keep for a longer period of time because we are required to do so by law.

Third-party websites

This statement does not apply to third-party websites that are linked to from our website. We cannot guarantee that these websites will process your personal data reliably or securely. Before using a third-party website, always read the privacy statement for more information on how the website handles your data.

Changes to this privacy statement

We may change this privacy statement from time to time; any changes will be published on our website. We will never use your details for other purposes without your consent. We recommend that you consult this privacy statement regularly so that you are aware of any changes.

Access and rectification of your data

As a data subject, you have a number of rights under privacy legislation, such as the right of access and the right of rectification. You can also make a request to be 'forgotten' by us. To exercise these rights, you must contact your team leader or your employer's HR department.

Data Protection Officer

As stated in our privacy policy, handling personal data with due care is of the utmost importance to us. For this reason, we have appointed a Data Protection Officer. His name is J.W. Zijderveld and you can contact him at info@teamshape.com

Dutch Data Protection Authority

If you have any complaints about the processing of your personal data, we will naturally do our best to help you. Should you be unable to come to an agreement with us, privacy legislation gives you the right to lodge a complaint with the Data Protection Authority.

You can contact the Data Protection Authority via

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Date of effect

This updated privacy statement came into force on 25 May 2018.