



Privacy statement

Itility values privacy. Itility therefore also processes personal data extremely careful, and we find it important to explain to you how we do this. This privacy statement covers the personal data we process about you in connection with your work for Itility, whether you are an applicant, (former) employee, contractor, or otherwise hired personnel (hereinafter together 'staff').

In this privacy statement we explain what personal data we process, for which purposes, how we process, for how long we retain personal data, with who we share your personal data, and what your rights are regarding the processing of your personal data.

Wherever Itility is mentioned, this refers to Itility B.V. (Flight Forum 3360; 5657 EW Eindhoven) including all her subsidiaries and affiliates (e.g., Itility Services B.V.).

This privacy statement may change if new developments or insights so require. Any updated versions will be made available to you. This privacy statement was last amended on 04/04/2022. If you have any questions or concerns regarding this statement, do not hesitate to contact any of our security or legal staff to help you further.

1. What data Itility processes

Itility processes your personal data as you or as other sources (e.g., other staff, governmental authorities, or public databases) provide it to us. Depending on your staff category, Itility may process the following personal data:

	Applicant	Employee	Former employee	Contractor (or otherwise hired)
Full name and gender	X	X	X	X
Photos and/or videos	X	X	X	X
Address		X	X	X
Phone number and email address	X	X	X	X
IBAN number		X	X	X
Salary and other working conditions		X	X	X
Invoices		X	X	X
BSN and copy of ID		X	X	X
Nationality, marital state, birth date, and place		X	X	X
'Loonheffingsformulier'		X	X	
Position and type of employment		X	X	X
Cover letter	X	X	X	
Work history and CV	X	X	X	X
Educations and trainings	X	X	X	
Absenteeism ('Verzuim')		X	X	
Performance information		X	X	
Contact person in case of emergency		X	X	
Allergies and medical information (if required)		X	X	
Screening statement		X	X	X
Contact information (e.g., for reunion)			X	
Other personal data you provide to us	X	X	X	X
Other personal data publicly available (e.g., through search engines)	X	X	X	X



2. Purpose for processing personal data

Itility only processes personal data that we need to enable your work for Itility, to improve you and our business, and to comply with applicable laws and regulations. Itility may process your personal data to:

- Attract and evaluate new staff,
- Execute, evaluate, and improve the (agreed) working conditions,
- Determine, approve, and pay out salaries, emoluments, and other remunerations,
- Manage staff,
- Appraise the performance of staff,
- Provide guidance and support for educations and trainings, and execute them,
- Facilitate workplace medical care and obligations,
- Record sick and holiday leave,
- Grant discharge, accept and execute resignation,
- Facilitate work related travels and visa,
- Assist regulators and law enforcement and respond to subpoena,
- Compile anonymous statistical data and analysis for use internally,
- Create and manage your work account (e.g., for authentication),
- Deliver newsletters,
- Communicate with you,
- Increase the efficiency and operation of our business,
- Integrate social media applications,
- Prevent and protect against criminal activity,
- Protect and improve the safety and security of you and our business,
- Improve and/or maintain our business.

3. On what grounds does Itility process?

Itility will only process your personal data for the abovementioned purposes when:

- We have your consent,
- It is necessary to execute an agreement to which you are a party,
- We need to meet a legal obligation under EU or national legislation, or
- It protects a legitimate interest of Itility.



4. Sharing with third parties

Itility may share your personal data with third parties. When this happens, Itility ensures the third party will process your personal data carefully and only to the extent needed for the abovementioned purposes. We explicitly ensure you that we do not sell your personal information to advertisers or other third parties.

Examples of third parties with who Itility might share your personal data:

Table 4.1

	Dutch Tax authority	Insurances	Pension funds	Health & Safety Service (Arbodienst)	ISP (screening)	Yellowstone (visum & 30 regeling applications)	AFAS (staff/finance system)
Full name and/or gender	X	X	X	X	X	X	X
Photos and/or videos					X		X
Address	X		X		X	X	X
Phone number and/or email address	X	X	X	X	X	X	X
IBAN number	X						X
Salary and/or other working conditions	X	X	X			X	X
Invoices							X
BSN, copy of ID, and/or visa	X	X	X	X		X	X
Nationality, marital state, and/or birth date and place	X	X	X	X	X	X	X
'Loonheffingsformulier'	X						
Position and/or type of employment	X	X			X	X	X
Cover letter							X
Work history and/or CV					X		
Educations and trainings							X
Absenteeism ('Verzuim')				X			
Performance information							
Contact person in case of emergency							X
Allergies and/or medical information (if required)							X
Screening statement					X		
Contact information (e.g., for reunion)							X
Other personal data you provide to us	X	X	X	X	X	X	X
Other personal data publicly available (e.g., through search engines)	X	X	X	X	X	X	X



Table 4.2

	Customers	Work applications (e.g., BaseCamp, Office365, Harvest)	Car lease agencies	Other (incidental) suppliers (e.g. Pasmans, Bol.com, Beisimpei, Abel Bakt, Cocktail Moves)
Full name and/or gender	X	X	X	X
Photos and/or videos	X	X		
Address	X	X	X	X
Phone number and/or email address	X	X	X	
IBAN number		X		
Salary and/or other working conditions		X		
Invoices				
BSN, copy of ID, and/or visa	X	X		
Nationality, marital state, and/or birth date and place	X	X	X	X
'Loonheffingsformulier'		X		
Position and/or type of employment	X	X		
Cover letter		X		
Work history and/or CV	X	X		
Educations and trainings		X		
Absenteeism ('Verzuim')		X		
Performance information		X		
Contact person in case of emergency		X		
Allergies and/or medical information (if required)		X		
Screening statement		X		
Contact information (e.g., for reunion)		X		
Other personal data you provide to us	X	X	X	X
Other personal data publicly available (e.g., through search engines)	X		X	

5. Personal data security

Itility ensures that personal data processed by Itility is sufficiently secured, in line with the applicable regulatory requirements and directives.

Itility protects your personal data using adequate technical and organizational security measures to minimize the risk of loss, destruction, misuse, unauthorized access, disclosure, and amendment of this data. Examples of this include firewalls, performing regular back-ups, data encryption, and physical and administrative data access controls.

If you believe your data is not well-protected, if there are indications of misuse, or if you would like more information about the way data processed by Itility is protected, please contact Security (security@itility.nl).

6. Personal data retention period

Itility only retains the personal data it processes for as long as reasonably necessary for the purposes for which the data is processed or as is required by regulations or law (e.g., the Dutch Public Records Act (Archiefwet)). The specific retention period varies per type of personal data. After this retention period Itility will either delete or anonymize your personal data.



7. Your privacy rights

The personal data Itility processes of you are yours. Therefore, you have the following rights:

- The right to view your personal data (article 15 GDPR),
- The right to request your personal data to be corrected or deleted (articles 16 and 17 GDPR),
- The right to restrict processing (article 18 GDPR),
- The right to data portability (article 20 GDPR), and
- The right to object to your data being used (article 21 GDPR).

Next to these rights, you always have the right to withdraw your consent or to file a formal complaint with the 'Autoriteit Persoonsgegevens'. Be aware that withdrawing your consent does not affect the processing that was done before your withdrawal, and that your withdrawal may have consequences for working at Itility.

If you want to exercise any of your rights, you can submit a written request. Itility will process your request within four weeks.

You can send your written requests to: info@itility.nl with subject 'GDPR request'.

8. Transfer of personal data outside the EU

Itility may transfer, process and store your personal data outside of the EU, to wherever our third-party service providers operate for the purpose of your work for Itility. Whenever we transfer your information, we take steps to protect it.

Third parties may be based in other countries that do not have equivalent privacy and data protection laws. When we share your personal data with these third parties outside the EU, we make use of adequacy decisions ('adequaatheidsbesluiten'), European Commission-approved standard contractual data protection clauses, or other appropriate legal mechanisms to safeguard the transfer. If necessary, additional security measures will be put in place.