

Privacy Statement

HUMAN CAPITAL BV, located at Prins Hendrikkade 176-1, 1011 TC Amsterdam, is responsible for the processing of personal data as outlined in this privacy declaration.

Personal Data We Process

HUMAN CAPITAL BV processes your personal data because you use our services and/or because you have provided it to us yourself. Below is an overview of the personal data we process:

Special and/or Sensitive Personal Data We Process

Our website and/or services do not intend to collect data about visitors under the age of 16, unless they have permission from a parent or guardian.

However, we cannot verify the age of visitors. We therefore advise parents to be involved in their children's online activities to help prevent data from being collected without parental consent. If you believe we have collected personal data from a minor without the appropriate consent, please contact us at info@humancapital.nl, and we will delete this information.

Purpose and Legal Basis for Processing Personal Data

HUMAN CAPITAL BV processes your personal data for the following purposes:

- To contact you by phone, email, or WhatsApp if necessary to carry out our services
- To inform you about changes to our services and products
- To deliver goods and services to you
- To send invoices

Automated Decision-Making

HUMAN CAPITAL BV does not make decisions based on automated processing that could have significant consequences for individuals. These decisions are not made by computer systems without human involvement (such as an employee of HUMAN CAPITAL BV).

Personal Data we Retain

- First and last name
- Address details
- Telephone number
- E-mail address
- Curriculum vitae (for candidates)
- Availability and leave data (for candidates)
- Work permit, if applicable (for candidates)
- Company name (for clients)

Retention Period of Personal Data

HUMAN CAPITAL BV retains your data only as long as necessary to fulfill the purposes for which it was collected. We determine retention periods based on applicable laws, regulations, and potential liability risks, guided by the principle that we do not keep data longer than necessary.



Sharing of Personal Data with Third Parties

HUMAN CAPITAL BV provides your data to third parties only when necessary to fulfill our agreement with you or to comply with a legal obligation. As part of our recruitment process, we use Zoho Recruit, a third-party applicant tracking system (ATS), to manage candidate data efficiently and securely. Your personal data may be stored and processed within this system. Zoho Recruit complies with applicable data protection laws, including the GDPR. For more information, please see Zoho's privacy policy: <https://www.zoho.com/privacy.html>.

Cookies, or Similar Technologies that we Use

HUMAN CAPITAL BV only uses technical and functional cookies, as well as analytical cookies that do not invade your privacy. A cookie is a small text file stored on your computer, tablet, or smartphone when you first visit a website. The cookies we use are essential for the technical operation of the website and your convenience. They help the website function properly and remember your preferred settings. They also help us optimize the website. You can opt out of cookies by configuring your browser settings not to store them, and you can delete previously stored cookies via your browser settings.

View, Modify or Delete Data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw or object to your consent to the data processing against the processing of your personal data by HUMAN CAPITAL BV and you have the right to data portability. This means that you can submit a request to us for the personal data that we hold about you in a computer file to you or someone else, by your said organisation.

You can request access, correction, deletion, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data by sending an email to info@humancapital.nl.

To ensure that the request for access has been made by you, we ask you for a copy of your proof of identity with the request. Your request must include a copy of your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen service number (BSN) black. This is to protect your privacy.

We will respond to your request as soon as possible, and no later than four weeks.

How we Secure Personal Data

HUMAN CAPITAL BV takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification.

Your data is protected through encryption. If you suspect that your data is not properly secured or have any indications of misuse, please contact us at +31 20 614 27 11 or via info@humancapital.nl.

