

Privacy statement

This is Wortell's privacy statement. In this statement, we explain which personal data we collect and process when you use our website(s). We also explain how long we store this data; with which processors we share the personal data and what your rights are.

We think it is important to be transparent about this and to ensure that you are well informed about this. We recommend that you read this statement and check it regularly for changes.

Data processing

Wortell collects and processes personal data in order to provide you with the best experience. When we collect and use your personal data, it is usually because you have provided it to us. For example, if you sign up for our newsletter, use the chat option or use our (contact) forms or apply for a vacancy. In these cases, you give us permission to process the personal data in accordance with this privacy statement.

Categories

The personal data we process depends on your interaction with Wortell. Examples of data that we process are:

- **If you use a form or the chat option:** name, position, telephone number, e-mail address, company name and other information that you provide to us.
- **If you register for the newsletter:** name and email address.
- **If you apply for a vacancy: name,** address, e-mail address, telephone number and other information that can usually be found on a resume.

Phone numbers

We process telephone numbers for some purposes. If you leave your telephone number on our website, we will assume that this is a business number and that you do not object to us processing this number for business purposes.

Retention

We do not store your personal data longer than necessary for the purpose for which you provided it to us. We use the following retention periods:

Personal data as a result of a job application

We keep this data for a maximum of four weeks after the application procedure has been ended. If applicants give consent, we may store applicants' personal data in our talent pool.

Other processing

If you use the chat option or one of our forms, we can store your data to, for example, keep you informed of news and important developments related to your interests. You always have the option to withdraw your consent.

Processors

We can share your personal data with various parties if this is necessary for the purpose. We have concluded a data processing agreement (DPA) with these processors to ensure appropriate security and confidentiality of your data. Wortell remains responsible for these processing operations. Data can be shared with the following processors:

- Google (Analytics)
- HubSpot
- Microsoft (hosting)
- Recrutee (applications)
- SaySimple

Security

Wortell takes technical and organizational measures to protect the personal data we process. Our information security policy is structured in accordance with international standards. If you have substantive questions about how Wortell secures information, please contact us.

Automatic decision making

Wortell does not use automatic decision-making based on the personal data you provide to us.

Rights

In the context of the General Data Protection Regulation, data subjects whose personal data are processed have various rights to maintain control over this. Below we want to make it clear to you what your rights are.

Right of access. You have the right to receive a copy of the data that is processed about you.

Right to be forgotten. You can request the deletion of the data that we process about you.

Right to rectification. You have the right to have data about you adjusted / changed if it is incorrect or incomplete.

Right to data portability. The GDPR gives you the right to receive a copy of your personal data in a common digital format, so that you can transfer it to another party.

Right to object. You always have the right to object to Wortell's data processing in which you are a data subject.

Requests

You can submit a request to exercise your privacy rights by emailing your request to privacy@wortell.nl. To make sure you are who you say you are, we will contact you to verify your identity.

We will respond to your request as soon as possible, but no later than four weeks. We do not charge any costs for these requests. If you submit frequently repeated requests to us to exercise your rights, we may refuse your request or request reasonable administrative fees for this, we will only do this after we have communicated these costs to you.

Cookies

When you view our website, we may store certain information on your computer. This information is in the form of a small text file, also known as a "cookie". Analytical and functional cookies help us in many ways to make your visit to our website more enjoyable and to provide more content. Based on these cookies we can collect general and non-personal information about you. Cookies also make it possible to tailor our website to your interests and preferences. They do not contain any personal information such as your name or email address. You can withdraw your consent to the cookies by deleting the cookies via your browser settings.

Necessary

Necessary cookies help make our website usable by enabling basic functions such as page navigation and access to secure areas of the website.

Name	Provider	Expiry period
Wortell_session	www.wortell.nl	2 hours
XSRF-TOKEN	www.wortell.nl	2 hours
Cookieconsent_status	www.wortell.nl	1 years

Statistics

Static cookies help us to understand how visitors use our website, we collect this analytical data anonymously.

Name	Provider	Expiry period
_ga	Google Analytics	2 hours
_gid	Google Analytics	1 day
_gat_UA-*	Google Analytics	Session

Marketing

We use marketing cookies to make our forms work properly and to be able to recognize which other forms you have used.

Name	Provider	Expiry period
__hssc	HubSpot	30 minutes
__hssrc	HubSpot	Session
__hstc	HubSpot	13 months
Hubspotutk	HubSpot	13 months
_fbp	Facebook	3 months

Complaints

We would like to point out that you have the option to file a complaint with the supervisory authority, the Dutch Data Protection Authority. This can be done via the link below:

[Contact with the Dutch Data Protection Authority.](#)

Contact

This privacy statement applies to all data processing that relates to the **website (s) of Wortell** and has been created by Wortell Group B.V. located at Schipholweg 641, 1175 KP, Lijnden.

E-mail privacy@wortell.nl

Website <https://wortell.nl>

Amendments

Wortell may from time to time amend this privacy statement. The most current version is available on the website. This privacy statement was last revised in March 2021.

Documenthistorie.

Versie overzicht

Dit document kent de volgende versies:

Versienummer	Datum	Overzicht van wijzigingen
1.0	28-1-2021	Eerste versie privacybeleid
1.1	8-1-2021	Toegevoegde sectie over wijzigingen
1.2	3-3-2021	Afronden eerste versie privacyverklaring (website)
1.3	25-6-2021	Toevoeging zakelijke nummers

Reviewers

Dit document is gecontroleerd door:

Naam	Functie	Vanaf versie
Toine Lambalk	Compliance Manager	1.0
Sander Heinhuis	Compliance Officer	1.0

Classificatie

Dit document is alleen voor intern gebruik door Wortell.

