

## Privacy statement | Montae & Partners

Montae & Partners (consisting of Montae & Partners B.V./Montae & Partners Assurantiën B.V. and Advance B.V.) processes confidential information. This also includes personal data.

This privacy statement states how Montae & Partners handles the personal data that we process as data controller.

With regard to the processing of personal data relating to persons working for Montae & Partners, we refer to our internal privacy statement.

### Privacy

Montae & Partners processes personal data, including dates of birth and email addresses.

We obtain these personal data as follows:

- Your employer has provided us data for carrying out the service contract or consulting assignment;
- You have provided data as part of the provision of services;
- You visit our website and leave your data;
- You register that you are interested in certain services Montae & Partners offers;
- You have provided data as part of your application at Montae & Partners.

Protecting your privacy is one of our core values. We handle confidential information, including personal data, in a confidential and careful manner. Montae & Partners only handles those data that are necessary for our business operation or service. We adhere to the applying laws and regulations. We only provide your data to third parties if this is necessary for carrying out the service contract, the consulting assignment, or our business operation. If the aforementioned does not apply, we can only share data with third parties with your permission.

In this privacy you can read:

1. Why do we process your data;
2. Whose data do we process;
3. What is the basis for the processing of your data;
4. Which of your data do we process;
5. Whom do we share your data with;
6. How long are your data kept;
7. How do we protect your personal data;
8. How do we deal with personal data in relation to social media;
9. Which rights do you have;
10. Who supervises the processing of your personal data;
11. Where to go if you have questions;
12. How and where you can file a complaint.

### **Carrying out the service contract or consulting assignments**

We process personal data among others to carry out our service contracts and consulting assignments. The basis for processing the personal data is the execution of the agreement.

The personal data belong to:

- Employees of employers that have entered into a service contract or consulting assignment with us
- Members of the board or fund bodies of a pension fund
- Contacts of our clients

We only process those data that are strictly necessary to carry out our services or to comply with the applying agreement. This includes among others the following data, depending on the service that we provide:

- Name, address, telephone number, and email address;
- Bank account number;
- Date of birth;
- Gender.

If you would like to know exactly which of your data we process, you can submit a request for access to the Privacy Team. The contact details can be found at the bottom of the privacy statement.

The personal data are filed no longer than necessary for the objective for which they have been collected or are processed. Unless we are legally obliged to keep the data for a longer period. The retention periods are laid down in our archive policy. This policy meets all applicable laws and regulations. In general, a storage period of 7 years applies to service contracts and consulting assignments.

### **Marketing**

Besides that, we also process personal data for various marketing purposes.

The basis of this data processing is the permission that we have obtained from:

- Those who have registered for (information about) education sessions and other Montae & Partners events;
- Those who have registered for (information about) products and services offered by Montae & Partners;
- Those who have registered for our newsletters and information letters;
- Those who are in contact with us through social media.

For the marketing purposes we process the following personal data:

- Name;
- Address;
- Email address.

The personal data are filed no longer than necessary for the purpose for which they were collected or for which they are processed. Unless we are legally obliged to store these data for a longer period of time. The storage periods are laid down in our archive policy. This policy meets all applicable laws and regulations. In the case of marketing purposes the data are deleted when the permission of the person involved is revoked.

## **Business operation**

Finally, we process personal data for a good business operation and for handling the requests of those who have requested us to contact them. This data processing is based on the following:

- The agreement (for the outsourced service provision)
- Complying with legal obligations. For example tax/financial legislation or legal retention periods)

These personal data belong to:

- Those we are in contact with for the business operation. For example contacts of the outsourcing parties or official institutions;
- Those who visit our website and have completed an on-line contact form on our website.

Processed personal data include:

- Name;
- Address;
- Telephone number;
- E-mail address.

Would you like to know which of your personal data we process? Please send a request for perusal to the Privacy Team. The contact details are listed at the bottom of the privacy statement.

The personal data are filed no longer than necessary for the objective for which they have been collected or are processed. Unless we are legally obliged to keep the data for a longer period. The storage periods are laid down in our archive policy. This policy meets all applicable laws and regulations. A retention period of 7 years applies to business operations. With regard to those who have sent us a contact request, a retention period of 2 years applies.

## **Application**

We also process personal data with regard to application procedures. The basis for this data processing can be found in the permission (given through our website) and/or the justifiable interest. The processing is necessary to assess whether a person is suitable for the job for which the application has been made, and to be able to make contact about the application procedure.

The personal data belong to:

- Applicants;
- References of the applicant.

Within this context we can process among others the following personal data:

- Various contact details; and
- Various educational background details.

Would you like to know which of your personal data we process? Please send a request for perusal to the Privacy Team. The contact details are listed at the bottom of the privacy statement.

These personal data will not be kept longer than necessary for the purpose for which they are collected or for which they are processed. Unless we are required by law to keep the data for a longer period of time. The retention periods are laid down in our archive policy. This policy meets all applicable laws and regulations. A retention period of 4 weeks counting from the end of the procedure applies to the application procedures.

### Cookie policy

Below you will find a short summary of our cookie policy. We pursue the following policy:

1. We use functional cookies for optimum performance of our website (if you turn off the cookies, the website will not optimally function for you);
2. We can also use analytic cookies to improve our website. These cookies do not contain traceable personal data, except with Google Analytics (see below);
3. Measuring and analysing the website traffic, through Google Analytics, meets all GDPR requirements: This means that:
  - a. A data processing agreement has been concluded with Google;
  - b. The last part of the IP address is masked;
  - c. The 'share data' is turned off, also for advertising purposes;
  - d. The setting for the function for User IDs is turned off;
  - e. All visitors of our website are informed about the use of Google Analytics through our privacy statement.

#### 4. A fixed retention period applies to:

- a. Remembering your choices and input (3 months);
- b. Feedback possibility (1 week);
- c. Measuring and analyzing the website traffic (1 year).

When you visit our website, data such as IP address and surfing behaviour are recorded. For this purpose Montae & Partners uses Google Analytics. Information about the use of Google Analytics can be found on the information page of [Google Analytics](#) and in our cookie policy.

To offer website visitors more choice about how their data is collected by Google Analytics, Google has developed the [Google Analytics Opt-out Browser Add-on](#). This add-on communicates with the Google Analytics JavaScript (ga.js) to indicate that information about the website visit should not be sent to Google Analytics. The Google Analytics Opt-out Browser Add-on does not prevent that information is sent to the website itself or to other web analysis services.

More information about our cookie policy can be found [here](#).

### Whom do we share your data with?

Montae & Partners uses different systems to support the business operations optimally. It concerns information systems, websites, apps, software, servers and other data carriers. The suppliers of these systems

receive your personal data, but only for the purposes that we determine. When we further share your data with third parties, we will be transparent about it and the way we handle it.

If we provide your personal data it is limited to the data required to meet our obligations or the request for data provision.

Your personal data are not forwarded to a third country (outside the EER) to be processed.

In the unlikely event of forwarding outside the EER, we demand from that data processor appropriate measures of the same level as used by Montae & Partners.

### How do we protect your personal data?

Our information security policy and our privacy policy comply with the GDPR and guidelines of the Dutch Data Protection Authority (in Dutch: Autoriteit Persoonsgegevens). Since May 2019 we are also ISO-27001 (information security) certified, for which we are audited by an external party each year. Examples of our security measures are:

Voorbeelden van onze beveiligingsmaatregelen zijn:

- Encryption upon collecting or forwarding sensitive information;
- Technical and organizational measures enabling permanent integrity; availability, confidentiality and recovery capacity of processing systems and processing services;
- Limitation of physical access to our locations;
- Limitation of access to the data that we collect about you;
- Taking appropriate measures to secure personal data by Montae & Partners and the suppliers;
- Destroying or rendering unusable personal data when required by law.

Some people working for Montae & Partners have a duty of confidentiality by virtue of their office, profession or statutory regulation. All persons working at Montae & Partners have to sign the code of conduct in which it is laid down that they are obliged to keep confidentiality of the (personal) data they process. Except if they are obliged by law to provide the data. They also sign a declaration of compliance with this code of conduct periodically.

Within Montae & Partners we have a Privacy Team that ensures that your privacy interests are protected.

### Your personal data in relation to social media

Montae & Partners can use social media channels such as Facebook, Twitter and YouTube and in doing so, we only use personal data after explicit consent. Under no circumstances is Montae & Partners responsible for the way in which visitors of these social media channels handle these personal data. We refer to the privacy statement of the social media channel you are using.

### Which rights do you have?

Important to know: in all cases you have the rights mentioned below. We will honour your request, unless by doing so we are no longer able to fulfil our obligations based on the service agreement or the law and regulations. Our obligations are the guiding principle.

Your request can be directed to the Privacy Team:

Verrijn Stuartlaan 1F

2288 EK Rijswijk

070 - 30 42 900

[Privacy@montaepartners.nl](mailto:Privacy@montaepartners.nl)

You have the following rights:

1. Right to gain access and rectification;
2. Right to object against processing personal data;
3. Right to forget;
4. Right to data portability;
5. Right to limitation of processing personal data;
6. Right of objection;
7. Right to withdraw your permission.

#### *Right to gain access and rectification*

Do you want to know which of your data we process and whether these are correct? Please request access to the data. We will provide an overview as soon as possible, but within a month after receipt of your request at the latest.

If this overview contains inaccuracies or if you want to have incorrect personal data removed, then please submit a correction to our Privacy Team in writing.

#### *Right to object against processing personal data*

Based on special personal circumstances, in some cases you can oppose the processing of your personal data. Please submit a motivated request in writing to our Privacy Team. You will receive a decision as soon as possible, but within a month after receipt of your request at the latest.

#### *Right to forget*

You can submit a request to have your personal data deleted. Please submit a motivated request in writing to our Privacy Team. You will receive a confirmation whether and if so, which personal data have been deleted at your request as soon as possible, but within a month after receipt of your request at the latest.

#### *Right to data portability*

Do you wish to provide your personal data to another organization? Please submit a request to send you a fixed format. We will provide this format directly to you. In this case we are not responsible for the data processing at the organization to which you have handed over these data and/or the storage of the data in your private domain.

#### *Right to limitation of processing personal data*

In some cases you have the right to have less personal data processed. Please submit a motivated request in writing to our Privacy Team. You will receive a decision as soon as possible, but within a month after receipt of your request at the latest.

#### *Right of objection*

You can object against the processing of your personal data due to your specific situation. Please submit a motivated request in writing to our Privacy Team. You will receive a decision as soon as possible, but within a month after receipt of your request at the latest.

#### *Withdraw permission*

If we have processed your data based on your permission, you always have the right to withdraw this permission.

The abovementioned response time of one month can be extended by us twice the same time at most, if the examination of your request gives cause to do so. In that case we will inform you within one month after receipt of your request.

#### *Complaint about handling request*

If you do not agree on how your request is handled by the Privacy Team or if you do not agree with the decision about your request, please file a complaint with the Data Protection Officer of Montae & Partners:

#### **Data Protection Officer:**

Monique van Praet

[FG@montaepartners.nl](mailto:FG@montaepartners.nl)

#### **Who supervises the processing of your personal data?**

The supervision has been organized in three ways:

1. The Dutch Data Protection Authority (in Dutch: Autoriteit Persoonsgegevens) is the legal supervisor for processing personal data. It supervises and has various possibilities to take measures, including imposing a fine.
2. Montae & Partners has appointed a Data Protection Officer who gives advice about the processing of personal data and acts as the (internal) supervisor.
3. Within Montae & Partners we have appointed a Privacy Team that handles all privacy issues. This team also monitors the privacy interests of those whose personal data are being processed.

#### **Contact details:**

Autoriteit Persoonsgegevens:

P.O. Box 93374

2509 AJ DEN HAAG

0900 - 2001 201

[www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

Data Protection Officer:

Monique van Praet

[FG@montaepartners.nl](mailto:FG@montaepartners.nl)

The Privacy Team:  
Verrijn Stuartlaan 1F  
2288 EK Rijswijk  
070 - 30 42 900

[Privacy@montaepartners.nl](mailto:Privacy@montaepartners.nl)

#### [Where to go if you have questions?](#)

Do you have other questions about the processing of your personal data? Please send a message to the Privacy Team.

#### [File a complaint with the Dutch Data Protection Authority \(in Dutch: Autoriteit Persoonsgegevens\)](#)

Do you still not agree with the response of the Data Protection Officer about the way your request has been handled or with the decision on your request?

Then file a complaint with the Data Protection Authority.

#### [Changes](#)

We reserve the right to make changes in the privacy statement, for example due to adjustments in the law and regulations or jurisdiction. You are therefore advised to frequently consult this statement when visiting our website.

Date of last change: 7 October 2022