

# Privacy statement MyCubes.nl

November 2022

During the processing of personal data MyCubes works conform the requirements of the applicable data protection legislation, like the General Data Protection Regulation. This means we:

- **clearly specify our purposes** before we process personal data, by using this privacy statement;
- **limit our collection of personal data** to only the personal data needed for legitimate purposes;
- first **ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect** your right to access, correct or delete your personal data held by us.

MyCubes is the party responsible for all data processing. In this privacy statement, we will explain what kind of personal data we collect and for which purposes. We recommend that you read it carefully.

If you have any questions regarding the processing of personal data, you can find the contact details of MyCubes at the end of this privacy statement.

## Contact form

You can use our contact form to ask questions or make any request. We do this on the basis of your consent. We store this information until we are sure that you are satisfied with our response, and for 6 months thereafter.

For this purpose, we process the following personal data:

- Your name
- Email address
- Telephone number
- Message you wish to send to us

## Customers

As an organisation, you can use the services of MyCubes. We process your personal data in order to deliver our services, contact you in connection with the execution of the agreement and invoicing/ payment. We store this data until our agreement has ended. We are legally obliged to store financial data for a longer period of time.

We process the following personal data:

- Name contact
- Phone number
- Email address
- Company name
- Payment details
- Billing data
- Correspondence data

## Application procedure

If you apply for one of our vacancies, we will process the following personal data of you:

- first- and surname
- address details
- CV
- e-mail address
- telephone number
- application letter
- education data
- references
- social media accounts

We process the personal data in order to handle the application and on the basis of the pre-contractual stage of the employment contract. When we the applicant, we will store the personal data for as long as the employee works for us and will erase the personal data (provided by the employee within the application procedure) up to maximum two years post-employment. If we don't hire the applicant, the personal data will be deleted four weeks after termination of the application procedure or after one year with your permission.

The personal data collected during the application procedure will be available for the HR employees, your (future) manager and recruitment agencies that assist us.

## Providing data to third parties

Except for the parties necessary to deliver the above-mentioned services, we do not under any circumstance provide your personal data to other companies or organisations, unless we are required to do so by law (for example, when the police demand access to personal data in case of a suspected crime).

## Statistics

We keep statistics on the use of our website.

## Cookies

Our website makes use of cookies. Cookies are small files in which we can store information. We use them to see whether you are visiting us again.

## Google Analytics

We use Google Analytics to track visitors on our website and to get reports about how visitors use the website. We accepted the data processing agreement from Google. We don't allow Google to use information obtained by Analytics for other Google services, and we anonymize the IP-adresses. The data will be stored for a maximum period of two years.

## Security

We take security measures to reduce misuse of and unauthorized access to personal data. We take responsibility in the security of your personal data. We renew our security measures to ensure safe storage of personal data and keep track what might go wrong.

## Changes to this privacy statement

We reserve the right to modify this statement. We recommend that you consult this statement on a regular basis, so that you remain informed of any changes.

## Your rights

You can always contact us if you have any questions regarding our privacy policy or wish to review, modify or delete your personal data.

You have the following rights:

- Right of access: you have the right to see what kind of personal data we processed about you;
- Right of rectification: you have the right to rectify any personal data we have processed about you, if this information is (partially) wrong;
- Right to complain: you have the right to file a complaint against the processing of your personal data by us, or against direct marketing;
- Right to be forgotten: you can file a request with us to remove any personal data we have processed of you;
- Right to data portability: if technically possible, you have the right to ask us to transfer your processed personal data to a third party;
- Right to restriction of processing: you can file a request with us to (temporarily) restrict the processing of your personal data.

If you exercise any of the rights mentioned above, we might ask to identify yourself with a valid ID, to confirm it is your personal data. If so, it is important that you hide your social security number and photo.

We will usually respond to your request within one month. This term can be extended if the request is proven to be complex or tied to a specific right. You will be notified about a possible extension of this term.

## Complaints

If you want to file a complaint about our use of personal data, please send an e-mail with the details of your complaint to [info@mycubes.nl](mailto:info@mycubes.nl). We will look into and respond to any complaint we receive.

If you think that we are not helping you in the right way, you have the right to file a complaint at the authority. For The Netherlands, this is the Autoriteit Persoonsgegevens.

## Contact details

MyCubes  
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[info@mycubes.nl](mailto:info@mycubes.nl)