

Privacy statement for employees

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1 Introduction

Esprit Schools takes your privacy and that of your current and prospective colleagues very seriously. As part of our daily work, we are careful to process, use and protect information about you (the data subject) in a secure manner. If you are an employee with us or if you apply for a job with us, we will process your personal data. This privacy statement is intended to explain which data we process and for what purpose. This privacy statement also specifies your rights regarding the processing of your personal data. We encourage you to read this privacy statement carefully. If you have any questions, please feel free to contact us by e-mail at privacy@espritscholen.nl.

As soon as you apply for a job or start working at Esprit Schools, we start processing your personal data. Processing includes storing your data, supplementing it, providing it to our partners and eventually, also deleting it.

You can read more about the processing of your data in our online cookie policy when you visit our website.

2 Who is Esprit Schools?

Esprit Schools is an educational board consisting of 14 schools. It provides primary and secondary international education in and around Amsterdam. Inspired by our motto 'Learning without boundaries in Amsterdam', we pursue excellent education for our students, valuable work for our employees and constructive collaboration with our local environment.

3 What is personal data?

Personal data is information that tells us something about you or that we can relate to you. You share personal data with us when you apply for a job with us, work with us or have contact with us. Examples include your name, phone number, address or gender. It concerns all the data we can associate with you.

4 When do we process your personal data?

The following rules of thumb summarise the key principles for properly handling personal data. At Esprit Schools, we always check that we comply with these principles before processing your personal data. The articles below explain the principles in detail.

1. Purpose and purpose limitation

Purpose limitation means that personal data may only be processed for a well-defined, explicit and legitimate purpose described in advance. The purpose then determines which uses are allowed and which uses are not.

2. **Basis**

The purpose must be specific and the use of personal data for each purpose must be lawful. This requires that each purpose can be grounded on one of the legal bases listed in the GDPR. The GDPR specifies the following legal bases:

- 1) you have given consent to the use of your personal data;
- 2) the use of personal data is necessary for the performance of an employment or other agreement;
- 3) the use of personal data is necessary for compliance with a statutory obligation;
- 4) the use of personal data is necessary to protect the vital interests of a data subject or third party;
- 5) the use of personal data is necessary for the performance of a task in the public interest or in the exercise of official authority;
- 6) the use of personal data is necessary to pursue the legitimate interests of Esprit Schools.

3. **Data minimisation**

Esprit Schools may not collect more data than is strictly necessary for its intended purpose. Personal data that is not or no longer needed should not be processed and should be deleted.

4. **Transparency**

Esprit Schools explains in this privacy statement which data we process and for what purpose.

5. **Data integrity**

When Esprit Schools processes personal data, we take care to ensure that the information is accurate and up to date. If we discover that this is not the case, we will update or delete the data.

5 What do we use your personal data for?

5.1 General

We collect and use your collected personal data only for the purposes for which the personal data was provided to us, and therefore to the extent necessary to perform the relevant employment and related purposes. More specifically, the purposes for which we process personal data about you and your colleagues can be described as follows:

- recruiting new employees, including assessing the suitability of candidates, inviting them for interviews and rejecting them if necessary;

- performing the agreed terms and conditions of employment, including your salary, travel expenses, leave and the provision of company property;
- establishing, approving and disbursing salary, remuneration, allowances, etc.;
- managing employees;
- assessing employee performance;
- providing training and career guidance for employees, including the identification and maintenance of professional knowledge and compliance with related legislation;
- company medical care for employees, including sick leave counselling, supervision by the Occupational Health and Safety Service and any payments during incapacity for work;
- recording sick days and leave days;
- terminating employment;
- preparing or facilitating travel and visas for the purpose of the work.

Your personal data may also be processed for other legitimate purposes including compliance with or investigation of actual or suspected violation of laws, regulations or internal regulations. The legal bases for processing your personal data for these purposes are:

- internal control, audit and company security;
- ensuring security within and around the schools, and protecting property belonging to students, parents, staff and visitors;
- conducting legal proceedings involving Esprit Schools.

5.2 Images

We only process photos as a means of identifying you or with explicit consent from you.

5.3 Camera surveillance

We use camera surveillance at a number of locations. The purpose of this is to protect our company property and property belonging to you, your colleagues and visitors, to secure access to locations, and to record incidents. The cameras are positioned both visibly and invisibly, and are identified by means of signs/stickers. The legal basis for camera surveillance is the legitimate interest of Esprit Schools.

5.4 Purposes and legal bases

The aforementioned reasons (purposes) for processing your personal data are also the legal bases for this processing, namely the necessity of the processing operations:

- the performance of the employment or other contract;
- the representation of our legitimate interests in conducting business operations effectively and efficiently at Esprit Schools;
- your consent;

- compliance with our statutory obligations.

5.5 Automated decision-making

Esprit Schools does not use automated processing to make decisions about matters that could significantly affect individuals. This concerns decisions made by computer programmes or systems, without the intervention of a human being (for example, an employee of Esprit Schools).

5.6 The police

If the police demand data from us by means of a court order, Esprit Schools is obliged to cooperate. The police may only request data in situations specified by law, for example, in order to solve certain types of crimes. In this situation, Esprit Schools does not have to determine whether providing data is compatible with the purposes for which it was collected.

The police may ask Esprit Schools to provide data concerning you. This is different from demanding or requiring the data. In that case, there is no duty to provide the data. Accordingly, Esprit Schools will not provide your data to the police unless you have given your consent or it is of vital importance.

6 Do we process special and/or sensitive personal data?

Sensitive data, such as a person's race, religion or state of health, is called special personal data. This data is subject to extra protection. To enable the performance of the employment contract, we collect the following special and sensitive personal data:

- Citizen service number (BSN)
The BSN is used for interactions with government agencies such as the tax administration.
- Limited medical information
This concerns medical information about your health, such as diabetes or allergies, that is required or necessary to ensure a safe work environment.

7 Which personal data do we process?

We process a variety of personal data belonging to existing and former employees and job applicants. The following is a summary of the data involved.

Category	Applicant	Employee	Former employee
Contact details	X	X	X

Category	Applicant	Employee	Former employee
IBAN		X	
Salary, expense claims, terms of employment		X	
BSN, copy of identification document		X	
Nationality, marital status, date and place of birth		X	
Position and employment contract		X	
Application letter	X	X	
Employment history/CV	X	X	
Education and training	X	X	
Absence		X	
Performance reviews		X	
Emergency contacts		X	
Allergies, medical information (if desired/necessary)		X	

8 Are you required to provide us with data?

In some cases, we are required by law to collect personal data, or we need your personal data in order to carry out our work. We undertake to ask only for the personal data strictly necessary for the purpose at hand. If you do not provide the necessary personal data, we may not be able to process your application or continue your employment.

9 With whom do we share personal data?

Esprit Schools does not sell your data to third parties and only provides it where necessary to achieve effective education or to perform your current or prospective employment. Possible examples include:

- Personnel administration system
- Pupil administration system
- Administrative systems (Microsoft, Google, timetable programme)
- Educational systems (ELO, publishers of education methods, digital learning tools)

We enter into processing agreements with those companies that process personal data on our behalf, in order to ensure that your data is handled with the same level of security and confidentiality. We remain responsible for these processing operations.

10 How long do we store personal data?

Esprit Schools will not store your personal data for any longer than is strictly necessary to fulfil the purposes for which your personal data was collected. Esprit Schools adheres to the relevant laws and regulations in this respect. The retention periods can be found in the processing register and you can access them through the data protection officer.

11 How can you view or edit your personal data?

You have the right to view, correct, supplement or delete your personal data. This does not apply to work documents, internal memoranda and other documents intended solely for internal consultation and consideration. You also have the right to withdraw any consent you have given to data processing, to object to the processing of your personal data by Esprit Schools, and to data portability. This means that you can request that we send your personal data in a computer file to you or another organisation that you specify.

11.1 Procedure

You may submit a request to view, correct, supplement, delete, or have your personal data transferred, or a request to withdraw your consent or object to the processing of your personal data. You can submit this request to the HR adviser, your supervisor or the school principal, or by sending an e-mail to privacy@espritscholen.nl.

Esprit Schools will handle requests as quickly as possible, and in any case no later than one month after receiving the request. Depending on the complexity and number of requests, this deadline may be extended by one month if necessary. In the event that the deadline is extended, the applicant will be informed within one month after their request has been received.

11.2 Complaints

If you believe that the actions or omissions of Esprit Schools are not in accordance with the GDPR or other applicable laws or regulations, you may submit a complaint in accordance with the Esprit Schools complaints procedure. Information about the complaints procedure can be found on the Esprit Schools website.

You can also contact the Esprit Schools data protection officer by e-mail at privacy@espritscholen.nl.

If you feel that a complaint has not been handled correctly, you can file a complaint with the national regulator, the Dutch Data Protection Authority. You can do so at the following link: <https://autoriteitpersoonsgegevens.nl/en/submitting-a-tip-off-or-a-complaint-to-the-dutch-dpa>

12 How do we secure your personal data?

Esprit Schools takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification.

At Esprit Schools, individuals have access to personal data only to the extent actually necessary. Employee access to personal data is therefore limited to the data necessary for the effective performance of their duties and therefore their work. Anyone involved in processing this personal data is obliged to maintain confidentiality.

If you suspect that your data is not properly secured, or there are indications of its misuse, please contact your school's principal or send an e-mail to privacy@espritscholen.nl.

13 Who is our data protection officer (DPO)?

Because we believe that it is important to protect your privacy, Esprit Schools has appointed its own external data protection officer (DPO). The DPO oversees the protection of personal data, and the application of and compliance with the General Data Protection Regulation (GDPR). If you have any questions or complaints, you can contact the DPO using the information below.

Name: Mark van der Staaij

E-mail: privacy@espritscholen.nl

14 Where can you report a data breach?

A data breach involves the unintentional destruction, loss, alteration or sharing of personal data. The personal data was not protected, or may have been lost or unlawfully processed. An example of a data breach is the loss of a USB flash drive containing personal data. Forwarding personal data to the wrong recipient is also a data breach.

If you discover or suspect a data breach, you can report it by sending an e-mail to privacy@espritscholen.nl. You will receive a substantive response within 72 hours of making the report.

15 Further questions

This privacy statement may be updated to reflect changes to legislation and regulations or the way we process personal data. This version was prepared on 13 January 2022. The most recent version can be found on all Esprit Schools websites.

If you would like to learn more about Esprit Schools' policy on privacy and data processing and how we use your personal data, please send an e-mail to privacy@espritscholen.nl.