

Privacy Statement Proud Nerds

1. INTRODUCTION

When you contact us, you share personal data with us. You often provide this information yourself so that we can answer your question or keep you informed about the latest developments. However, sometimes you also provide information without actively sending it to us (for example, through cookies). In this privacy statement, we would like to explain which data we collect from you, why we need it, what we do with it, and what rights you have. In short, how do we handle your personal data and privacy?

If you are an employee of Proud Nerds, you received a privacy statement for employees with your application. You can also request this from the Privacy Officer of Proud Nerds. This document explains how we handle your data and what your rights are..

2. WHAT IS PERSONAL DATA?

Personal data includes anything by which we can see or by which we can determine that it is you. These are direct personal details, such as your name, email address, and phone number, but also information by which we can easily determine that certain data or actions belong to you, such as your IP address. When you fill out a form on the website or even when you simply visit our website, you provide us with access to your personal data.

3. WHO PROCESSES YOUR PERSONAL DATA?

This privacy statement pertains to all data processed by Proud Nerds or for which Proud Nerds is responsible for processing. This also includes the subsidiary companies under Proud Nerds, which are Proud Services, Proud Professionals, and Proud Next. Depending on your interactions, these subsidiary companies may be the ultimate data processing controllers for your information.

Below, you will find our contact information. This allows you to reach us at any time if you have questions about the processing of your personal data by us..

Proud Nerds

For the attention of the Privacy Officer
Sint Annastraat 198, 6525 GX Nijmegen
T. +31 (0)24 – 388500
E. privacy@proudnerds.com

4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We do not use the personal data you entrust to us for purposes other than the intended processing, and we do not share or sell this personal data with or to third parties unless required by legal obligations or unless you have given us clear consent.

5. WHAT DO WE USE YOUR PERSONAL DATA FOR?

For each processing activity, we would like to explain separately which data we request from you, why we request it, what we do with it, and where and how we store your data. Below, you can find this information for each processing activity:

5.1. Contact Form

You may want to get in touch with us, and for that purpose, a contact form is available on our website.

5.1.1. What data do we ask for and why?

We ask for your name so that we know who we are in contact with. This makes a conversation more pleasant and straightforward. Most questions are answered via email. To reach you, we need your email address. If you want to give us the opportunity to contact you by phone, filling in a phone number is optional. We also ask you to formulate a message in the text field at the bottom of the contact form. This allows us to prepare well and assist you as effectively as possible. When you fill out the contact form and provide us with the data mentioned above, you give consent to use them for maintaining contact. The data you entrust to us via the contact form is not used for other (commercial) purposes.

5.1.2. Where do we store your data, and how long do we keep it?

By submitting the form, you give consent for us to store this data in our mailbox (where completed contact forms are received). After the communication is concluded, we retain the completed contact form for a maximum of six months for aftercare or to answer later questions.

5.2. Newsletter

To keep you informed about interesting developments, we occasionally send a newsletter containing exciting news and useful information. You can sign up for this on the website. After signing up, you will receive an email from us confirming your registration. In this confirmation, you may need to finalize your registration.

5.2.1. What data do we process and why?

We like to address our newsletters to you personally. To do this, we would like to know your name. We need your email address to send you the newsletter. By signing up, you give us permission to send you newsletters by email, to store your name and email address in our database, and to mention your name in the newsletter greeting.

5.2.2. Where do we store your data, and how long do we keep it?

We store your data in a secure database. We keep your data as long as you are subscribed to our newsletter. You can unsubscribe at any time. This can be done by clicking 'Unsubscribe' in any of the received newsletters or by notifying us by phone or in writing. If you unsubscribe via the link in the newsletter, we will permanently delete your personal data from our database within 30 days after unsubscribing. If you directly inform us that you no longer wish to receive the newsletter, the same deletion period.

5.3. Privacy during Job Application

When you apply to us, you provide us access to your personal data. For example, we may ask for your CV containing personal details, work experience, and skills, as well as a cover letter where you tell us more about yourself. We may also view your LinkedIn profile. We request and review this information to assess your suitability for the position.

We consider it essential to handle these documents carefully and would like to explain how we use your data, who sees your data, where we store your documents, and how long we retain your information.

5.3.1. Procedure

When you apply to Proud Nerds, your data goes to our recruitment personnel. The recruitment personnel assess whether your application qualifies for further processing. If you pass the initial selection, your data is shared with one or more selected employees of Proud Nerds who can better assess your suitability for the position.

5.3.2. What data do we process and why?

Depending on the position you apply for, we request certain data from you. We use this information to communicate with you and assess your suitability for the respective position. For some vacancies, we may review your LinkedIn profile. We only use this data for the purposes described here and not for other processing.

5.3.3. Conditions and Consent

When you apply to us, you give consent to follow the above procedure. The data you send us is used only for the smooth running of the application process and is not shared with third parties without first obtaining your consent.

5.3.4. Who do we share your data with?

Sometimes, we use external agencies to search for personnel. They act as independent data controllers and will inform you directly about how they handle your data. Additionally, we have HR support from Isatis Office Support B.V. They may have access to your data, and we have agreements with them to handle your data as carefully as we do.

5.3.5. Where do we store your data, and how long do we keep it?

Your data is stored for a maximum of four weeks after the relevant job vacancy is closed. Sometimes, we may want to keep your data for our talent pool. If we wish to include your data in this pool, we will ask for your consent first.

We store your data in the recruitment system Homerun. We have taken technical and organizational measures to secure your personal data against loss, unauthorized access, or any form of unlawful processing. Only members of the recruitment team are granted access to the system where the data is stored. They are contractually obliged to treat your personal data confidentially.

We also retain your name and place of residence to demonstrate that you applied directly to us. This is in connection with agreements we have with recruitment agencies regarding placement fees for applicants who have previously applied to us. We keep this data for a maximum of 1 year.

5.3.5. Certificate of Good Conduct (VOG)

Every employee, regardless of the position, entering into employment with Proud Nerds is required to provide a valid Certificate of Good Conduct (VOG in Dutch). This also applies to employees with a voluntary agreement. Proud Nerds provides the necessary information for you to apply for this, and the costs are fully covered by Proud Nerds. During the employment, there may be a request to apply for a new Certificate of Good Conduct. These costs are also covered by Proud Nerds.

5.4. Cookies and (Social Media) Plugins

To gain a comprehensive understanding of how visitors use the website, we utilize various data analytics programs, which involve the placement of cookies. To ensure optimal privacy protection, we provide you with the option to determine which cookies we may store. You can choose from the following options:

Required Cookies:

These cookies are necessary for the proper functioning of the website and are automatically enabled when you visit the site. We have anonymized these cookies to ensure your privacy.

Functional Cookies:

These cookies enable additional features, such as remembering preferences, allowing social interactions, and analyzing usage to optimize the site.

Advertising Cookies:

Third-party providers use these cookies to display ads that match your interests.

In the footer of the website, you will find a link to the page where you can adjust these settings. The required and functional cookies are enabled by default, striking a balance between safeguarding your privacy and providing an optimal experience on our website.

We may use the following external parties:

5.4.1. Google Analytics:

To ensure optimal privacy protection, an agreement has been made with Google (located in the United States). Depending on your cookie settings, we may or may not share information with Google.

5.4.2. Hotjar:

To observe how visitors navigate our website, we use the Hotjar program and place Hotjar cookies. This tool measures clicks on the website, mouse movements, and scrolling behavior. Depending on your cookie settings, we may or may not share information with Hotjar.

5.4.3. Social Media:

We may use social media plugins and plugins to share information with you and others. Examples include Facebook, Twitter, LinkedIn, YouTube, and AddThis. For these parties, you need to adjust your privacy settings directly on their sites: Facebook (<https://www.facebook.com/policies>), Twitter (<https://twitter.com/en/privacy>), AddThis (<https://www.addthis.com/privacy>), LinkedIn (<https://www.linkedin.com/legal/privacy-policy>), and YouTube (<https://policies.google.com/privacy>).

For more information about your online privacy and ads, visit Your Online Choices (<http://www.youronlinechoices.com>).

5.4.4. oEmbed:

This is a method for embedding videos on the website, including those from Vimeo and YouTube. YouTube places functional and tracking cookies. Vimeo does not place cookies. We use both channels when posting videos.

5.4.5. Pipedrive:

Pipedrive is a tool we use to analyze visitor behavior on our website, which we utilize for our sales process. Pipedrive uses your IP address for this purpose and may also place cookies, over which we have no control. Additionally, Pipedrive is an American company. More information can be found at www.pipedrive.nl (<https://www.pipedrive.nl>).

5.5. Quotations and Proposals

For our contract management, Proud Nerds utilizes the online services of PandaDoc Inc., USA. Potentially, only data of the contacts of our relations is processed, not the data of their customers (e.g., users, clients, patients, etc.). This data processing is based on our legitimate interest in performing our services and managing our contractual agreements with our relations. PandaDoc Inc. commits to comply with the EU Standard Contractual Clauses as defined in Article 46 of the GDPR to ensure adequate protection of your data. Detailed information about the data processing by PandaDoc can be found in the privacy policy of PandaDoc Inc. at <https://www.pandadoc.com/privacy-notice> and <https://www.pandadoc.com/gdpr>.

5.5.1. What data do we request and why?

The name, title, and position of the contractors are stored in PandaDoc. We need this data to conclude an agreement with our relations.

5.5.2. Where do we store your data, and how long do we keep it?

This data is stored in a database hosted by AWS. These data are kept for seven years. Proud Nerds is legally obliged to retain these data for seven years (fiscal retention obligation).

6. YOUR RIGHTS

6.1. Access, Modify, Delete, or Transfer Your Data

At all times, you have the right to access the data we hold about you. Once you inform us that you wish to access your data, we will provide it in a commonly used data format within 30 days.

You also have the right to have your personal data modified or completely deleted by Proud Nerds. The same timeframe applies for modifying or deleting your data as for accessing it, namely within 30 days. Are you an employee of Proud Nerds? In that case, we need your data to fulfill our agreement and cannot (yet) delete it.

If we process your data, you have the right to object or to request that we restrict this processing. You also have the right to request a human review for decisions made about you. Proud Nerds does not use automated decision-making.

You have the right to receive your personal data from us so you can easily transfer it to another organization. You may also ask us to transfer the information directly to a third party. This only applies to data you have given us permission to process and data necessary for fulfilling an agreement.

If you choose to exercise any of these rights, we will ask you to verify your identity to ensure we are dealing with the correct person.

6.2. Withdrawal of Consent for Processing Personal Data

When you contact Proud Nerds, as described in section 2 of this privacy statement, you give consent to perform certain actions and (in some cases) store personal data. You can withdraw this consent at any time. If you wish to withdraw your consent, you can notify us by phone or in writing. Contact details can be found in section 1.2.

6.3. Filing a Complaint

If you disagree with how Proud Nerds handles the processing of your personal data, you can file a complaint with us. If we cannot resolve the issue mutually, you have the right to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

7. CHANGES TO THE STATEMENT

We reserve the right to modify this privacy statement.

Last updated: March 13, 2023