

Privacy Policy

One. understands that as visitors to our website, (potential) clients, and candidates of One., you care about how your information is collected, used, processed, transferred, stored, and shared.

This Privacy Policy describes the lengths to which One. goes to protect your privacy, including the ways in which we may contact you.

Please familiarize yourself with the contents of this Privacy Policy.

This Privacy Policy is updated on an ongoing basis, as necessary, and a formal review is conducted annually. We will handle your information in accordance with the Privacy Policy in effect at that time. Updates will be posted publicly on the Website and be

effective immediately as of the date of posting, as indicated at the bottom of this document.

1. Data we collect & how we use your data

1.1 Type of data we collect

Candidates: when you fill in our “Little Black Book”, apply on a vacancy or showing interest in a position or opportunity with One. after being approached by One. or by approaching One. yourself, we might process the following data from you:

~ Contact details (name, address, phone number, e-mail address, LinkedIn profile, CV’s;

~ Any additional information either shared by you in an email or call, or manually applied through the application form on the One. website.

(Potential) clients: when you show interest in the recruitment services of One., ask for more information on our website or if there have been contact about a possible mutual interest in a cooperation, we might process the following personal data from you:

~ Contact details of the contact person(s) of the company (name, phone number, e-mail address, LinkedIn profile, CV's, role within the company);

~ Company details (office address, phone number, email address);

~ Any additional information shared by the company in an e-mail, meeting or call. This is likely to be specific information, needed by One. for recruitment-services.

Website visitors: when you visit the Website, you are not required to actively provide any information, but the analytics software we use may collect some personal data and Navigation Information, as set out in 2.3 below. When you contact us via the Website chat function or sign up to receive information from us, you are required to provide some personal data, and we may collect some Navigational Information. Some information is collected via the Website using cookies in accordance with our [Cookie Policy](#).

1.2 Why do we collect your personal data

We collect your personal data for the following reasons:

To provide our services to candidates

In order to provide the best possible service to you as a candidates we use your personal data to contact you, introduce you to clients, approach you for and match you to relevant opportunities.

To provide our services to clients

In order to provide the best possible service to you as a client we use your personal data to contact you, introduce candidates to you or tell you more about our services.

Marketing activities

We may also use your personal data to manage our marketing activities, such as sending newsletters, invitations to events, etc.

Other purposes

If necessary, we can also process any of your information above for our legitimate interest of protecting our legal rights, for example in connection with legal claims, and when we have a legal obligation to process your information. We may also transfer your data in the event of a company reorganization, merger or sale.

1.3 Our legal basis for processing your personal data

Our legal basis for processing your personal data is dependent on the purpose for processing and may vary. In general, we process your personal data under the following legal bases:

Performance of a contract with our clients

We process your personal data to perform our obligations under the agreement with you as a client.

Your consent

We process your personal data if you have consented to the processing activity. You may revoke your consent at any time. Doing so will bar us from further processing of your personal data based on your consent but will not impact the lawfulness of processing based on your consent before it was withdrawn. Some of the features of our services might be only available based on consent.

Legal obligations

We process your personal data as needed to comply with laws and regulations.

Legitimate interests

We process your personal data to further our legitimate interests, such as in connection with managing, developing, testing, securing, and in limited circumstances marketing, advertising, and making recommendations regarding our services. Any such processing is conducted subject to appropriate measures to protect your fundamental rights and freedoms related to your personal data, and in any event will be subject to the restrictions provided in this Privacy Policy.

1.4 Navigation Information

Navigation information refers to information about your computer, device, visits to the Website. For our purposes, this includes which website you visited prior to visiting us or which link or campaign you clicked on to get to us, your IP address, geographical location (city and/or country), browser type and version, ISP information, referral source, length of visits, pages viewed, language preferences and heat mapping.

1.5 Service providers

We collect and process personal data from you as a candidate in recruitment tools such as Recruitee and Beamery. Personal data of you as our (potential) client will be collected and processed in (CRM) tools such as Teamleader and Beamery.

The Website and our services integrate some services provided by third parties. We may share some of your information with these service providers so they can provide their services, including removing repetitive information from prospect lists, analyzing data, marketing support, customer and/or user profiling, business development, and customer service. To ensure that your personal data is processed, used, stored, and transferred securely and in accordance with European Union law, One. uses service providers that provide sufficient guarantees to implement appropriate technical and organizational measures to protect your information. Please note, the terms and privacy policies of the service providers we use may apply to you as well, in particular:

[Recruitee](#), [Teamleader](#), [Google Analytics](#), [Hubspot](#), [Drift](#), [Google Adwords](#), [Google Tag Manager](#), [Hotjar](#) and [Fullstory](#). Your

acceptance of applicable service provider terms is required to access the Website and use our services. This overview of service providers is a snapshot. One. strives to keep this list as up-to-date as reasonably possible. However, considering the dynamic characteristic of the internet and the many (external) parties involved, it is possible that not all current service providers are listed at all times.

1.6 External websites

The Website may contain links to other websites run by third parties. Our provision of these links does not amount to our endorsement of these other websites, nor their content, owners, or practices. One. does not control or assume responsibility for the content or practices of these other websites or third parties. This Privacy Policy does not apply to those other websites, which are governed by their own terms and policies.

1.7 Social media buttons

On the Website we use the social media plug-ins from platforms such as Facebook, Twitter, LinkedIn, Instagram, YouTube and G-mail.

Plug-ins can be recognized by the social media buttons marked with the logos of these companies. Plug-ins are also used for the embedded video players which can be found on the Website. We have implemented these plug-ins using the so-called 2-click solution. This means that when you surf on our website, no information of yours will initially be collected by the providers of these social media plug-ins. Only if you click on one of the plug-ins or one of the videos will your information be transmitted: by activating the plug-in, data is automatically transmitted to the respective plug-in provider and stored by them. We do not have influence on the collected data and data processing operations conducted by these social media providers and are not aware of the full extent of data collection, the purposes or the retention periods. Information on the purpose and scope of data collection and its processing by social media platforms can be found in the respective data protection policies of these providers, where you will also find further information on your rights and options for privacy protection.

Please refer to the websites of these social media platforms for their data protection policies.

1.8 Client testimonials & quotes

We may publish testimonials and quotes on the Website or in other marketing materials, which may contain some personal data. One obtains consent from each client and the featured individuals prior to publication. This consent may be withdrawn at any time. If you are featured in a client testimonial or quote and wish to withdraw your consent, please send an email with your request to legal@oneworks.co.

1.9 Information of children

The Website and services are for business use and are not intended for or targeted toward children under 16. We do not knowingly collect any information about children, but if you believe that we have unintentionally collected information about children, please contact us so that we can delete the information.

1.10 We don't sell personal data

We will never sell your personal data to a third party.

2. Retention & security of personal data

2.1 Retention of personal data

We retain personal data for as long as we reasonably consider it to be necessary for the purposes for which it was collected or for as long as we're legally required, after which time we will securely delete the information. You can also request deletion of your personal data in accordance with One.'s Opt-Out & anti-Spam Policy below.

2.2 Security of Personal Data

We are committed securing your personal data and have taken steps in this regard. In order to prevent unauthorized people or parties from being able to access your data, we have put in place a range of technical and organizational measures to safeguard and secure the information we process from you.

2.3 Transfer of personal data

As an international company with clients and candidates worldwide, we may transfer and access personal data from around the world

when this is necessary for the purposes mentioned above. To protect your data when these are transferred to countries outside of the EEA, we have implemented appropriate safeguards.

2.4 Required disclosure of your personal data

We may use or disclose your personal data if required by law, if we reasonably determine that such use or disclosure is necessary to protect our rights, operations, clients or candidates, to comply with a law, court order, or legal process; or to otherwise perform our contractual obligations with you.

We may transfer the data we control, including personal data, in the event of a company reorganization, merger, or sale.

3. Your rights: opt-out & anti-spam policy

With respect to your personal data, you have the right to:

- ~ Request that your personal data will not be processed;
- ~ Review the personal data that we have about you;
- ~ Request a correction of any errors in or update of the personal data that we have about you;

- ~ Request that your personal data will not be used to contact you for direct marketing purposes;
- ~ Request that your personal data will not be used for profiling purposes;
- ~ Request that your personal data will not be used to contact you at all;
- ~ Request that your personal data be transferred or exported to another organization, or deleted from our records; or

At any time, withdraw any permission you have given us to process your personal data

3.1 To review, change or remove personal data or file a complaint

Please email your request to legal@oneworks.co or send postal mail to One., Keizersgracht 555, 1017 DR Amsterdam, the Netherlands.

We will act without any undue delay in response and will notify you accordingly at the latest within 30 days. We may ask you some verification questions before providing personal data to you.

There are some exceptions to these rights, however. For example, it will not be possible for us to delete your data if we are required by

law to keep it or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

3.2 To withdraw consent for direct marketing and/or profiling

You may at any time withdraw your consent for direct marketing communications and/or related profiling at any time by clicking the “unsubscribe” link located on the bottom of our emails, contacting us by email at legal@oneworks.co, or contacting us by postal mail at One. Keizersgracht 555, 1017 DR Amsterdam, the Netherlands.

4. Contact us

For any other questions, comments, requests or complaints concerning this Privacy Policy, please contact us by email at legal@oneworks.co.

This Privacy Policy was last updated on: 31st of January 2019.