

RSH Privacy Statement - version 1.1 – August 2022

RSH (Relocation and Immigration Services B.V.) supports employees of companies and other organizations relocating to the Netherlands. During this procedure, RSH processes personal data securely and in accordance with the law. We would like to provide the following information about this process.

1. Data Controller

The data controller who is responsible for the processing of personal data is your employer if we work on their behalf. If you have authorized RSH personally we will be the data controller.

2. What type of personal data is processed?

RSH processes the following personal data (only if necessary and for the service delivery purposes):

- . Name, address, place of residence, e-mail, telephone;
- . Gender, nationality, place and date of birth, marital status, family members;
- . Other information necessary for the services to be provided by RSH, such as your employer, commencement of employment, date of relocation, accommodation requirements, information about pets, statement of employer, salary, bank account number.

If the services requested cover immigration and tax related applications (work or residence permit, social security number (BSN), application for the 30% ruling, making an appointment with the public health service for doing a Tuberculosis check, or opening a bank account) the IND V number and/or the BSN number might be processed. These numbers are only processed to the extent required by law for the relevant request or application and/or for as far as we act as data processor on behalf of your employer.

We generally obtain your personal data from yourself or via your employer.

3. The purpose and legal basis of the data processing

RSH processes personal data for the following purposes. The actual data processing depends on the services agreed.

- . Home search and entering into lease agreements;
- . Support with relocating;
- . Finding schools for children;
- . Arranging temporary facilities such as temporary housing facilities, transport;
- . Arranging services and facilities such as utilities, internet, cleaning services, general practitioner, dentist;
- . Applying for work or residence permit, a BSN (social security number) or for applying 30% ruling;
- . Making an appointment with the GGD for compulsory Tuberculosis check;
- . Assisting in opening of a bank account;
- . The handling of complaints and disputes;

- . Providing information to expats and employers and promotion of our services;
- . Archiving
- . Compliance with legal obligations.

The legal basis for the processing is that the processing is necessary for the performance or the entering into of a contract between your (future) employer and you, for the compliance with legal obligations and for the representation of legitimate interests of your employer and the users of our services. These legitimate interests include the ability for us to offer our services and the ability for expats and their employers to use them.

4. Recipients of personal data

In principle, we only share your personal data with third parties if this is necessary for the performance of our services. In that context, for example, data can be shared with:

- . Real estate agents, landlords;
- . Moving and transport companies;
- . Schools;
- . Relevant government agencies, such as IND, GGD, customs;
- . New general practitioner, dentist, utility companies;
- . Your employer;
- . Other third parties, if RSH is obliged to do so on the basis of a legal obligation or court order.

5. Transfer of personal data outside the European Union

We will not transfer your personal data outside the European Union, unless this is necessary for the performance of our services, for example because we support you in relocating to or from the country in question. In such cases - insofar as the country concerned does not have an adequate level of protection as referred to in Article 45 of GDPR - the transfer will take place on the basis of appropriate safeguards as referred to in Article 46 of GDPR, or in accordance with one of the conditions referred to in Article 49 of GDPR, if for example the transfer is necessary for an agreement between you and your employer, or for the performance of an agreement concluded in your interest between RSH and a third party, for example your employer, or because you have agreed to the transfer.

6. Retention of personal data

We do not store your data for longer than necessary for the purposes mentioned under 3.

Any data will be deleted no later than 7 years after the end of our assignment, unless the data must be retained for a longer period in connection with a legal obligation.

7. Cookies

For privacy purpose of our customers, RSH has chosen not to collect cookies.

8. Your rights

You have the following rights:

- to request from the controller whether your personal data is being processed, the purpose of its processing, the recipients to whom your personal data have been disclosed and when the data was collected from a third party, to have information available on the source
- to access, check, rectify, restrict the processing or erase your personal data at any time
- to withdraw your consent at any time, without affecting the lawfulness of processing based on your consent before its withdrawal
- to lodge a complaint with the Dutch supervisory authority DPA (Dutch Data Protection Authority)
- to receive your personal data provided to the controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to whom the personal data have been provided (data portability)
- to be informed of the existence of automated decision-making, including profiling

If you wish to make use of your above-mentioned rights, please contact RSH by letter or e-mail using the contact details provided below. Settle Service makes a decision on your request within four weeks.

You also have the right to lodge a complaint with the supervisory authority. The competent supervisory authority is the Dutch Data Protection Authority (www.autoriteitpersoonsgegevens.nl)

9. Contact

For questions or comments about the processing of your personal data, and to use your above-mentioned rights, please contact us via: info@relocation-holland.nl