PRIVACY STATEMENT WERFPLAATS.NL

1. Introduction

Werfplaats, registered at Gietijzerstraat 60, 3534AV in Utrecht, is a recruitment service provider that handles the personal data of candidates, clients, and other stakeholders with care. This privacy statement explains how we process the personal data we obtain through our interactions with you. This statement is part of our privacy policy, which ensures Werfplaats complies with the provisions of the GDPR (General Data Protection Regulation).

At Werfplaats, we strive every day to connect both visible and hidden top talent with companies. We strive to build long-term relationships with our candidates and clients. One of the key elements of a good relationship is trust. Werfplaats therefore ensures that your privacy is protected. We want to guarantee that the information you share with us remains confidential and will only be used for the purposes explained in this document or for which you have given permission.

In case of any discrepancies, the Dutch version of our privacy statement will prevail.

2. Why do we collect your personal data?

We collect and process personal data in order to carry out the recruitment process, to assess candidates for current and future vacancies, and to remain in contact during the potential collaboration. In addition, data is processed to build and maintain long-term relationships with candidates and to comply with obligations arising from laws and regulations. Your data will not be used for purposes other than those described.

We use your data more specifically for:

- Facilitating a suitable match between candidates and clients;
- Building and maintaining a talent pool for current and future vacancies;
- Informing candidates about vacancies, assignments, events, newsletters, promotions, and services that may be of interest;
- Analysing and improving services and processes, including handling feedback, enquiries, and complaints;
- Preparing, entering into, executing, and terminating secondment or employment contracts, and/or assignment agreements with the professional/employee/freelancer;
- Preparing, entering into, executing, and terminating agreements with clients for the recruitment, selection, and/or hiring of professionals;
- Preparing, entering into, executing, and terminating agreements with suppliers to provide or expand our services;
- Carrying out screenings and verifications of identity, right to work, references and qualifications;
- Carrying out personnel and payroll administration and related obligations;
- Recording any training, education, and other forms of career guidance and development;
- Complying with applicable laws and regulations, including but not limited to identification requirements, employment law, tax and social security legislation, pensions, fraud prevention, and national and international sanctions regimes;

- Responding to requests from competent authorities in connection with inspections, audits and other legal obligations;
- Providing access to client portals, apps, and other (online) environments.

We only process your data if we have a valid legal basis for doing so, which may be:
- For the performance of a contract;
- Due to a legal obligation;
- Based on a legitimate interest on our side;
- When we have received your consent to do so.

3. What personal data do we collect?

Website visitors
When you visit our website, we may process the following data:
- Strictly necessary and cookies for which you have voluntarily given your consent;
- Data that you have voluntarily published on our website or social media accounts (via social networks, testimonials, etc.);
- Data voluntarily submitted or left on our website (via a contact form, registration form, etc.).

Jobseeker, applicant or candidate
If you would like Werfplaats to assist you in finding employment opportunities, we may process the following data:
- Name and address details, email address, phone number, and other contact details;
- Date of birth;
- CV, information about education, internships and work experience;
- Records of (telephone) conversations and notes of intakes, progress reviews and job interviews;
- Passport photo (if added to CV or imported from LinkedIn profile);
- Information about training courses, further education and/or assessments;
- Information about availability and preferences regarding a future position;
- Any other data that may be relevant to assessing the candidate's suitability, such as references and certificates.

Seconded employee, (temporary) employee or self-employed professional
If you work or have worked for Werfplaats or one of our clients, we may process the following data:
- Name and address details, email address, phone number, and other contact details;
- Date of birth;
- CV, information about education, internships and work experience;
- Records of (telephone) conversations and notes of intakes, progress reviews and job interviews;
- Passport photo (if added to CV or imported from LinkedIn profile);
- Information about training courses, further education and/or assessments;
- Information about availability;
- Any other data that may be relevant to assessing the candidate's suitability, such as references and certificates;
- Nationality, BSN number (citizen service number) & identity card, work permit;
- Data related to pre-employment screening;
- Any other data related to personnel, salary, and absence records.

Business Relationships
Werfplaats processes the personal data of individuals working for companies we do business with, such as employees of clients, contacts at suppliers, and referees. We may process the following personal data of business contacts:

- Name and address details;
- Phone number;
- Email address;
- Job title.

4. Who do we share your personal data with?

Werfplaats may share your personal data with its clients and suppliers who provide services or carry out assignments on behalf of Werfplaats, government agencies, and other business partners. We may also disclose your personal data where we are legally required to do so, for example under a court order. Such transfers take place on the basis of legitimate interests, legal obligations, and/or where necessary for the performance of a contract, in accordance with the purposes outlined under "Why do we collect your personal data?".

Our website is hosted by WordPress. The data you provide to us is stored in our own ATS (applicant tracking system), Werftools. Within Werftools, several subprocessors are used to support, among other things, hosting, AI functionalities and platform functionalities. Data Processing Agreements (DPAs) have been concluded with these parties.

(Sub)processor	*Location*	*Purpose of processing*	*DPA*
Microsoft Azure (Azure OpenAI Service)	EU	CV parsing and vector embedding; AI talent pool matching. Customer data excluded from model training per Microsoft's Azure OpenAI data privacy terms.	Microsoft Online Services Data Protection Addendum
Supabase (hosted on AWS)	EU/EEA	Primary database; CV file storage; real-time platform. AWS is Supabase's own sub-processor.	Supabase Data Processing Agreement
Microsoft 365	EU	Email communications; usage analytics.	Microsoft Online Services Data Protection Addendum
Microsoft Entra ID (Azure AD)	EU	Single Sign-On (SSO); user authentication.	Microsoft Online Services Data Protection Addendum
BIRD B.V.	The Netherlands	In-platform calling functionality.	BIRD Data Processing Agreement

5. Rights of the data subject

Under the GDPR, individuals have the right to access, rectify, or erase their personal data, to restrict or object to its processing, to data portability, to withdraw previously given consent, and not to be subject to automated decision-making. If you wish to exercise any of these rights, please contact us at info@werfplaats.nl. We will respond to your request as soon as possible and at the latest within one month.

6. Data retention and security

How long do we keep your personal data?
Your personal data will not be kept longer than necessary for the purpose of the processing. In accordance with the GDPR, we retain personal data of candidates for a maximum of one year after the last activity. We also retain data of placed candidates, employees, and business contacts for up to one year after the end of the relationship, unless legal obligations require a longer retention period. This applies, for example, to data relating to salary and tax records.

How do we protect your personal data?
Werfplaats is committed to ensuring your personal data is properly protected. We use appropriate technical and organisational measures to protect your data against unauthorised access, alteration, disclosure, or destruction. Our ATS (applicant tracking system), Werftools, meets security standards and helps us secure the collected data. Your data is stored securely and protected by a password.

7. Use of AI

At Werfplaats, we use artificial intelligence (AI) to improve our services. We may use tools like ChatGPT as a support tool for drafting, structuring, and improving texts and other work-related tasks. In this context, personal data may be shared with the AI provider. We ensure that no unnecessary data is entered into the AI models and guarantee that appropriate security measures are in place. We have a data processing agreement (DPA) with the provider (OpenAI). We do not use AI to make automated decisions that have significant consequences for you.

We aim to ensure the careful and responsible use of innovative technologies such as AI. We do not use these technologies as a replacement for people or human interaction in any part of our processes. Instead, our use of these technologies is intended to make interactions with clients and candidates more personal, relevant, and meaningful. The outputs of AI models are always reviewed by a human, and people are involved in the final decision-making at all times.

8. Cookies and web analytics

Cookies
To ensure that our website functions properly and to analyse its usage, we use cookies and similar technologies. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. Cookies may store information about your use of the website, such as your preferences or device settings. Some cookies may also collect data such as an IP address, cookie ID or information about your device. Under privacy laws, this data may be considered personal data.

We use cookies for, among other things, the following purposes:
- Enabling the technical functioning of the website;
- Remembering your preferences;
- Analysing and improving the use of the website.

Where required by law, we will request your prior consent before placing cookies that are not strictly necessary for the functioning of the website. This is done through our cookie banner. You can change or withdraw your consent at any time. You can also delete or block cookies via your internet browser settings. Please note that certain parts of the website may not function properly if cookies are disabled. More information about managing cookies can be found in your browser's help function.

Web Analytics
Our website uses Google Analytics, a web analytics service provided by Google LLC. We use this service to gain insight into how our website is used and to improve its performance.

Google Analytics uses cookies to collect information about the use of the website, such as:
- Pages visited;
- Duration of the visit;
- Type of device and browser;
- Approximate geographic location;
- IP address (which is anonymized as much as possible).

The collected data is processed by Google to compile reports on website usage. Google may share this information with third parties if required to do so by law, or where such third parties process the information on Google's behalf. The data may be processed on servers outside the European Economic Area, for example in the United States. In such cases, appropriate safeguards are applied, such as standard contractual clauses approved by the European Commission. More information on how Google processes personal data can be found in Google's privacy policy.

9. Suspected data breach

If there is a (suspected) data breach, we ask that you report this immediately via info@werfplaats.nl or 030 20 72 878.

10. Changes to the Privacy Statement

This statement may be amended unilaterally by Werfplaats. Changes will be published on our website. We advise you to consult this statement regularly. This privacy statement was last updated on: May 18th 2026.

11. Questions?

If you have any questions about this privacy policy or the way Werfplaats processes your personal data, you can contact us via info@werfplaats.nl or 030 20 72 878. We're happy to answer your questions. If you are nevertheless unable to resolve the matter with us, you have the right under privacy legislation to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). This is the supervisory authority for privacy compliance in the Netherlands.