



Privacy Statement

Charlie Works places great value on your right to privacy. We process large amounts of personal data on a daily basis, and we respect the privacy of all individuals involved. This Privacy Statement outlines how we handle the personal data of employees, temporary workers, candidates, business relations, and visitors to our website.

Candidates and Temporary Workers

Charlie Works is a staffing and recruitment agency, processing personal data necessary for our operations. As a workforce mediator, we connect our candidates and flexible workers with our business relations. To perform our job effectively, we need personal data.

When you register with Charlie Works as an employee, we process the following data:

- Name, address, and contact details
- Date of birth and age
- Gender
- Curriculum vitae, including education, work experience, references, and a photo (optional).

To facilitate employment mediation, we may share your CV details with potential employers.

If you are employed by Charlie Works, we also process the following data:

- Social Security Number (BSN)
- Nationality
- ID proof
- Work permit
- Salary-related information such as bank account details
- Absence-related information

We need this information to verify your identity and to pay your salary at a later time.

Everyone gets sick occasionally. When this happens, we process the following data:

- If you are staying at a different address, we record the phone number of the location where you are staying
- The expected duration of your absence
- Information about the illness if it is directly related to a work accident
- Information about the absence if it is caused by a traffic accident

We do not record or process the nature and cause of the illness. Appointments with doctors or therapists are not entered into our system and are not processed.

Business Relations

Charlie Works processes certain personal data of individuals for the execution of business agreements. This enables us to provide information regarding our services. For these services, we process the following personal data from our business relations: name and contact details.

Marketing

Charlie Works will ask for your consent via an opt-in before your data is used by our marketing department for email lists. If you opt-in, we will consider your registration to be voluntary and correct. You can unsubscribe at any time through the unsubscribe option in the newsletter.

Retention Periods

Charlie Works retains personal data processed in the context of an employment contract for the following periods:

- 7 years for tax purposes
- 5 years for personnel data related to absence administration, where we are responsible for risk
- 5 years for absence data
- For job application data without employment, a maximum of 1 year
- 2 years for other personal data after the end of employment.

Security Measures

Employees handle the data entrusted to us with care. They are bound by confidentiality agreements and company policies regarding IT security. Only authorized employees may access and process your data if necessary for their job function.

Technical

Charlie Works has implemented appropriate technical and organizational measures to secure the personal data of individuals against loss or unlawful processing.

Modification, Access, and Deletion of Personal Data

After your registration, if you work or have worked for Charlie Works, you have the right to see which data is available.

As an involved party, you have the right to access, correct, supplement, or delete your personal data, in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR). Under the heading 'retention periods,' you can see how long we keep certain data.

If you wish to exercise these rights or have questions about this privacy statement, you can contact us via: legal@charlieworks.eu.

Changes to the Privacy Statement

Privacy regulations are subject to change, which may affect our privacy policy. Charlie Works reserves the right to adjust this Privacy Statement. Any adjustments will be announced on this page. Charlie Works advises individuals to regularly check this page for any updates.

The current Privacy Statement was last updated on 08-10-2024.