

## PRIVACY REGULATIONS

### General

Total Education B.V. is aware that the information provided by our client about personal data in the sense of the Personal Data Protection Act and that these data must be treated with due regard to what is stated in this Act and the SUWI law has been determined. During the intake the students are alerted to the privacy regulations, what can be found on the website [www.totaalonderwijs.nl](http://www.totaalonderwijs.nl), under the heading "about us" at the bottom of the homepage. In addition, course participants (and clients) declare that they agree are with this privacy regulation by signing the course contract. The employees also received a general instruction in their induction process where they to find the privacy rules and how to act. Our personal registration is registered at the Registratiekamer under number M 1015312. (FourstaR holding B.V.)

### Article 1. Definitions

This regulation means:

- A. Registered: a natural person with regard to which information is included in the personal registration.
- B. Registration: the personal registration of the student.
- C. Holder: Total Education B.V. or one of the subcontractors.

### Article 2. Purpose of the registration

The purpose of registration is to systematically record, store and make available of data for:

- A. Promoting the reintegration of the student into the integration process;
- B. Effective provision of information to the clients and to the student;
- C. The data are exclusively intended for the purpose for which they were transferred.

### Article 3. Confidentiality

The customer information provided by the client is personal data in the sense of the Personal Data Protection Act and these data are treated with due observance of what is stipulated in this law and the SUWI law.

The information of the registered person is confidential, which means that holder and all employees in itself including the hired capacity, have a duty of confidentiality and that it will be observed. Holder will provide all information about customers who are the client transfer for the benefit of the execution of the contract and keep it secret will ensure that this information is not disclosed to third parties.

### Article 4. Obtaining the data

The data is obtained orally from the registered and exclusively in writing from the client, training institutes and third parties that are commissioned for the benefit of the service.

### Article 5. Storage period data

5 years after the end of the client's trajectory all become all up to the person removed from the registered data, data and / or results.

Except for data that is kept longer in connection with legal and / or fiscal requirements should be (7 to 10 years). If in the contract with the client, that is after termination of the process the information is handed over to the client, only

then that rule applies.

#### **Article 6. Provision of data within the organization**

Data from the registration can only be made within the organization of the holder provided to employees of the organization, to the extent that this has been determined by the holder their function, and the data is in accordance with the purpose of the registration as stated in Article 2.

#### **Article 7. Provision of data to third parties**

Restricted personal data from the registration may, outside the organization of the holder, will only be provided to employees of the hired organizations, insofar as the holder has determined that this results from their function, and the data is in accordance with the purpose of the registration as stated in Article 2. Contact details are forwarded to an independent research agency regarding it measuring satisfaction. This research agency is certified and therefore also compliant to the Privacy Act.

#### **Article 8. Right of inspection**

The registered person is entitled to free and direct access to the information about him in the record of personal data.

#### **Article 9. Access to registration**

Direct access to the registration only have, within the framework of their commissioned work, the employees of the branches provided by the holder appropriate to enter and consult the data.

#### **Article 10. Organization and management**

The holder shall take the necessary measures to promote the physical, technical and organizational security of personal data, so that registration is protected against unauthorized consulting and providing, changing and / or deleting data as well against fire and similar dangers, burglary and theft.

The holder shall ensure that she adheres to the provisions of these regulations as long as this, with due regard for what is stipulated in the Personal Data Protection Act apply.

Complaints about the privacy regulations can be made known through our complaint procedure.