

This privacy statement is intended as an example and for information. As a licensee of the TMA Method you are personally responsible if you use these documents. You must make your own considerations and choices about it and, if necessary, supplement it. All red fields in brackets must be filled in and all the texts in are for explanation only and must be removed. This privacy statement is intended for users (those involved) who use your TMS implementation/TMA Portal and not generic for customers of your organization or visitors to your website. TMA can place your privacy statement in your TMS implementation or TMA portal.

## Privacy statement for the use of TMS/TMA Portal

[Your organization] processes personal data in the Talent Management System (TMS)/TMA Portal where we have a license from the publisher to use. We want to inform you clearly as a user or as the organizations involved and using the TMS/TMA Portal.

### Organization information

[Name of your organization]  
[address]  
[zipcode] [city]  
[phone number of your organization]  
CoC [place] [your CoC number]

### Privacy information

[Name of the contact person]  
[phone number]  
[e-mail address]

### Rights with regard to personal data

If you have questions or want to know what personal information we have about you, you can always contact us. You have the following rights:

- Get an explanation about the personal data we process and what we do with it.
- The inspection of your personal data.
- Correcting legitimate errors.
- Removal of obsolete data.
- Withdrawal of permission.
- Object to a specific use.
- Transfer your data to a third party.

If you feel that we are not helping you in the right way, you have the right to file a complaint with the contact person mentioned above or the Dutch Data Protection Authority.

### What personal data are processed

The following personal data of the user will be processed if present:

- First name, middle name and last name
- Sex
- E-mail address
- Date of birth
- Education level
- Job title of a user
- Scores that give an indication of the drives, talents, cognitive abilities, professional interests and competences of a user. This data is only processed if a user fills in and completes one or more assessments or if feedback providers and/or assessors complete one or more feedback or assessment tests about a user
- Texts about the user that result from the completed questionnaires and the written conclusions or comments. This data is only processed if a user, feedback providers and/or assessors have written these texts and put them in the TMS/TMA Portal

- Reports and dashboards with written and visualized output based on the scores, texts and personal data available about a user in the TMS/TMA portal

The following personal data of the user are processed by the publisher and are only available to the publisher. These personal data are used to correct error messages, log the activities of users in the TMS, support users in the use of the TMS and improve the security and user experience of the TMS:

- The IP address of a user
- The location of a user based on IP address
- The operating system used by a user
- The browser used by a user
- The login time of a user

The following personal data of the user can optionally be processed **anonymously** by the publisher in addition to the above described personal data if provided for scientific research and remuneration survey:

- Salary level of the user
- Percentage of employment (full-time/part-time)
- Work level and intellectual abilities
- Education
- Nationality

## Why personal data are processed

We process this personal data in to be able to comply with the agreements or contracts (for example, employment contracts) concluded with the parties involved and/or organizations that purchase our services and products. In certain cases (for example during the application procedures) we process personal data on the basis of permission and/or legitimate interest.

We can use the reports and dashboards of the TMS/TMA Portal among other things to:

- Support and coach users in their personal development and guide them in their careers and work.
- Conduct performance and appraisal interviews.
- Conduct selection procedures and job interviews.
- Guide teams and improve their performance and cooperation.
- Assist in the formation of teams and the division of activities
- Be able to manage the organization, departments, teams and individual employees

Your personal data can be used anonymously by the publisher of the TMS/TMA Portal for scientific research and for further improvement of assessments, reports and dashboards of the TMS/TMA Portal and keeping them up-to-date.

The personal data are not a subject for sale or for rent.

## Who has access to personal data.

Here is a number of possible global options (in italics) where you, as the licensee of the TMS/TMA Portal, have to make your own choice about who is allowed to use the personal data. You can make further adjustments of the options considering the situation within your organization. You can also formulate your own policy. This part is entirely optional, this does not have to be mentioned on the basis of GDPR, but it can provide more transparency and/or support for the parties involved if you do.

1. *The [coaches, psychologists, counselors, advisers, trainers, deans and teachers] (write down what positions apply for your organization) who guide you and the employees of the [administration] department (write down which departments apply for your organization) of [your organization name] have access to your personal data.*
2. *[Your supervisor, your manager, your team coordinator and your coach] (write down which positions apply to your organization) and the employees of the [HR, recruitment & selection, your own, administration and financial] (write down which departments apply for your organization)*

department and *[the executive board/management]* (optional if applicable) of *[your organization name]* have access to your personal data.

3. All employees of *[your organization name]* have access to your personal data.
4. *[name of person, name of person and name of person]* have access to your personal data.
5. Your coach has access to your personal data.

## Storage period

The personal data we process is carefully stored.

Here is a number of global possible options (in italics) where you, as the licensee of the TMS/TMA Portal, can make your own choice about the period during which you will keep your personal data. You can also formulate your own policy.

1. We store your personal data *[minimum / maximum .. year / months]*
2. We keep your personal data over the course of the agreement we have with you.
3. We keep your personal data over the course of the agreement we have with you and then until you indicate that they need to be removed. We have the right to destroy your personal data at any time after the expiry of the agreement without notice.
4. We keep your personal data over the course of the agreement that we have with you and after the end of the agreement until *[minimum/maximum ... years/months]* or until you indicate that they need to be removed.
5. We store your personal data up to *[minimum/maximum ... years/months]* after the expiry of the agreement that we have with you
6. We keep your personal data for as long as we have your permission for.
7. We keep your personal data for as long as we have your permission and will destroy them within *[... days/months]* after you have withdrawn your consent. We have the right to destroy your personal data at any time without notice even if your permission is still valid.
8. We keep your personal data until you indicate that they need to be removed.

## Use of cookies

Cookies are small, simple text files that are placed on a computer, tablet or mobile phone when you visit a website or web application. We place cookies on your device when you visit the TMS with which we keep information about your visit to the TMS/TMA Portal. During your next visit from the same device, the information in this text file will be sought so that we can recognize you.

The information stored in the cookies is only used by the TMS. Of course, data is not shared with third parties without your consent.

We only place and read cookies that are necessary. We always place necessary cookies. Cookies from the TMS do not contain sensitive information such as a user number or password and are offered encrypted to the client.

## Miscellaneous

The privacy statement may be adjusted by us from time to time. This privacy statement applies to *[Country where you are established, e.g. Belgian]* law. Any disputes will be submitted to the competent court in *[Place with your nearest court or desired court is]*.

Version: *[date]*

