Privacy statement Backoffice Plus

Who are we?

Backoffice Plus values your trust in our company. In this privacy statement we inform you about how we handle personal data. When we refer to Backoffice Plus in this statement we mean:

- Backoffice Plus B.V., registered at the Chamber of Commerce under number 20105245, having its registered office at Ptolemaeuslaan 52, 3528 BP Utrecht;
- Backoffice Plus Bemiddeling B.V., registered at the Chamber of Commerce under number 94578052, having its registered office at Ptolemaeuslaan 52, 3528 BP Utrecht;
- Backoffice Plus Contracten B.V., registered at the Chamber of Commerce under number 94578109, having its registered office at Ptolemaeuslaan 52, 3528 BP Utrecht;

Privacy statement

In this document, we tell you which categories of personal data we process, why we do so and with whom we may share your personal data. In our processing operations, we comply with privacy regulations, including at least the General Data Protection Regulation (GDPR) and local privacy legislation. This means, among other things, that we:

- explain the purposes for which we process personal data;
- do not collect more personal data than necessary for these purposes;
- in cases where consent is required, ask you for such consent;
- take appropriate technical and organisational measures to protect your personal data;
- respect your rights with regard to your own personal data.

How do we collect and process personal data and for what purpose

Our aim is to provide you with the best possible service. For this purpose, we process the following data.

1. **Website visitor**
   When you visit our website, we process technical data associated with the use of the website. The data enables us to manage our website and improve the accessibility of certain parts of the website. The information on the website is then quick and easy for you to find.

2. **Agreement**

When Backoffice Plus becomes your legal employer and, among other things, handles your payroll administration, we process the following personal data:

- Your nationality, social security number, copy ID proof, work permit (if applicable), payroll deduction form, bank account details, any personal data of family members if necessary, any documents relevant to a specific job such as certificate of conduct, Safety, Health and Environment Checklist Contractors, diplomas that include your personal data, references, etc.;
- Medical data if you have passed it on to us because it is necessary to know about it, for example in connection with dealing with an epileptic fit, allergic reaction or if you need an adapted workplace or otherwise;
    - Other data related to personnel, salary and absence registration, such as availability, leave registration, data concerning social contributions and

provisions we can invoke, salary data, personnel file with performance and assessment forms, complaints, changes of positions, changes of employment conditions, any complaints, warnings or other matters that are necessary to process in the context of the agreement and employability.

We do not process social security number and copy of ID for self-employed people who are going to work, already work and/or have worked, but a copy of the extract from the Chamber of Commerce, VAT number, insurance policy and proof of payment and professional liability insurance.

We only process medical or other sensitive or special data in those situations where this is explicitly permitted under the GDPR. For example, if we have your explicit consent, if it is necessary to protect your vital interests or those of someone else and you are physically or legally unable to give consent, if it is necessary to file, exercise or defend legal claims, or if it is for reasons of substantial public interest.

3. **Other**
   We process the following personal data from customers, suppliers, visitors and other relations:
   - Name, business contact details, position, communication data.

4. **Personal data we receive from other sources**
   We may also use personal data from other sources, such as from specialised companies providing information, from our partners or from public records. Your insurance company, their intermediaries and medical staff may exchange relevant personal data and special categories of personal data with us if we need to act on your behalf, for example in an emergency.

5. **Social media**
   If you log in via social networks to access our platforms and online services, you consent to sharing your user data with us. This includes, for example, your name, e-mail address, date of birth, location and other information you voluntarily share with us.

6. **Quality and quality standards**
   Backoffice Plus is affiliated with various quality standards. In this context, we are periodically audited by various parties and it is checked, among other things, whether we record the files of our employees and flex workers properly, pay them on time, etc. Personal data may be processed in this process.

Closed-circuit television (CCTV)
Backoffice Plus uses closed-circuit television (CCTV) at its locations for security reasons. For example in combating crimes, vandalism and protecting the property. It is indicated if Backoffice Plus makes use of camera surveillance. We only use the images to determine the nature of the violation or to identify perpetrators, persons involved or witnesses. The retention period is a maximum of four weeks or until any incident recorded on camera images has been processed.

Grounds for processing personal data
We process your personal data based on the GDPR and there are six grounds for this.

- Consent
  For example, if you have given your consent to the processing of personal data when creating an account or when subscribing to the newsletter. If you have

granted permission for certain processing, you can also withdraw this permission at any time.

- Fulfilling an agreement
  We need your personal data to prepare and fulfil an agreement. We may also process your personal data as part of our obligation based on the agreement we conclude with you. This includes our obligations as an employer or intermediary towards you, but also towards the client where you will be working.

- Legal obligation of Backoffice Plus
  Backoffice Plus may be legally obliged to process personal data to comply with laws and regulations. Examples include processing your social security number, a copy of your ID card or your work and/or residence permit. Therefore, this data may also be shared with the client.

- Protection of vital interests
  For example, when it is essential for your life or health and we cannot ask you for permission. Think of an allergic reaction or condition where first aid has to be provided and we have to exchange data with care providers or your client.

- In the performance of a task of public interest or the exercise of public authority
  For example, the use of personal data in the event of accidents, safety incidents or similar incidents.

- Legitimate interest
  For example, when in our interest we try to predict which other positions or employers you might be interested in. However, it is also in the context of checks of the labels and memberships of Backoffice Plus and internal checks that it is important for us to process your personal data. In addition, we may process personal data in the context of reports which carefully consider our business interest and your rights under the GDPR.

Sharing personal data with third parties

Personal data may be shared with the following (categories of) recipients, insofar as this is necessary for the performance of our services, compliance with legal obligations, or based on consent:

- Clients (hirers);
- Intermediaries;
- Training and educational institutions;
- Financial service providers;
- UWV (Employee Insurance Agency);
- Pension funds and pension administrators;
- Occupational health services and company doctors;
- Accountants and administrative service providers;
- Legal service providers (lawyers, legal advisors);
- Collection agencies and bailiffs;
- Insurance companies;
- Certification and audit bodies;
- Government authorities and supervisory bodies (such as tax authorities and data protection authorities);
- Law enforcement authorities (such as police and judicial authorities), where legally required;
- Cooperation partners in the context of reintegration or employment mediation.

When we share your personal data, this is always done on a legal basis and because it is necessary. For example, in the context of the agreement we have with you. You can think of clients but also government bodies such as the tax authorities and the social security office or an occupational health and safety service. We may also share your data in the context of training courses or in our interest with business relations such as a lawyer in connection with proceedings or an accountant in the case of internal audits. We may also be required to provide personal data to supervisory authorities, investigative bodies and tax authorities. Lastly, we can share data with third parties that provide a service you, like housing companies.

Your personal data may be shared within the European Union with parties we work with. All EU Member States must comply with the GDPR and we ensure that we cooperate with parties where appropriate organizational and technical measures are in place to ensure the security of the transfer.

Retention periods
We need your personal data to serve you well. This also primarily determines the period we keep your personal data. Our basic principle is that we keep personal data only for as long as is necessary to provide you with the service. After this, we will delete your personal data.

In some cases, we are legally obliged to keep personal data for longer. For example, tax law requires us to keep tax-relevant personal data for seven years.

Personal data may be deleted at an earlier point in time if Backoffice Plus receives notice from you to delete your personal data, except where Backoffice Plus is still required to retain such data by law and/or regulation or, for example, in connection with ongoing proceedings.

Protection of personal data
We take appropriate organisational and technical security measures to protect your data against accidental loss and unauthorised access, use, alteration and disclosure. You are also responsible when it comes to protecting your data by, for example, not sharing your account data with third parties.

There are occasions when we transfer and/or store your personal data outside the European Economic Area (EEA). We have taken appropriate measures to protect your personal data and process it in accordance applicable laws and regulations. These appropriate measures include contractual provisions and appropriate security measures.

Rights of data subjects
Any person whose data we process have the following rights:

- Right to access your personal data;
- Right of data portability;
- Right to rectification and completion;
- Right to restriction of processing;
- Right to be forgotten;
- Right to object to data processing.

For data subjects with an account in EasyFlex; through this platform you have access to a large part of your personal data. Here you can change and/or delete data yourself. Should you wish to exercise any of your rights, please submit a request via the e-mail address privacy@backofficeplus.nl.

We do our best to handle your personal data as well as possible. If you nevertheless have a complaint about the way we collect, store or use your personal data, please let us know by sending your written question or complaint to the Legal Affairs department at privacy@backofficeplus.nl or by post at Ptolemaeuslaan 52, 3528 BP Utrecht, The Netherlands.

If you are not satisfied with the way your request has been handled or when you have a complaint, you can always contact the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) via the website www.autoriteitpersoonsgegevens.nl or the Data Protection Authority in your country (https://www.edpb.europa.eu/about-edpb/about-edpb/members_en).

Modifications
As we cannot rule out the possibility that our services may change in the future, this privacy statement could also change in certain respects. We encourage you to consult this privacy statement regularly so that you are aware of any changes.

This version was drafted December 2025.