

Privacy Statement — HR

The Salvation Army endeavours to process and to manage personal data in such a way that your privacy is guaranteed. In this privacy statement, we would like to explain to you how we do this at The Salvation Army in the context of human resources (HR) and supplier management.¹

20-12-2024, version 2.1

Application

This privacy statement applies to the processing of personal data of:

- Applicants;
- Staff (internal and external) and people on work experience;
- Volunteers;
- Suppliers.

Applicants

When you apply to The Salvation Army for a position as a member of staff, volunteer or for work experience, we process your name, contact details, CV, application letter, information about your beliefs (for an explanation, see: <https://www.legerdesheils.nl/identiteit>), your activities for The Salvation Army and all the other information that you provide us during the application procedure. In addition, if relevant we may process a certificate of good conduct and account details.

For some applications, we conduct a social media or internet check. This entails us looking up the name of an applicant on Google and LinkedIn. With this, we only look at the publically accessible information. No request will be made to make a connection with us or to reveal protected information. During the application process, we may discuss any findings with you. In addition, for some vacancies, it is obligatory to undergo an assessment. In an assessment, we may carry out (or arrange for) a test regarding cognitive capacities, personal style, skills and motives.

We process the above-mentioned personal data in order to be able to deal with your application, reimburse expenses, for the preparation of the possible contract that we are entering into with you, and in the context of our legitimate interest.

We save the details that we have collected as part of the application procedure until at the latest four weeks after the end of the application procedure. If we do not appoint you but would like to save your profile for future vacancies, with your consent we will store your application data for one year. If you wish, your application data can be saved for even longer in connection with future vacancies.

¹ This privacy statement relates to the HR processing by the following legal entities: The Salvation Army Welfare and Health Care Foundation, The Salvation Army Youth Protection & Rehabilitation Foundation; The Salvation Army Services Foundation and The Salvation Army ReShare.

Job alert

If you want to be kept informed of new vacancies, you can sign up to a job alert. For the job alert, we process your e-mail address and the professional areas, regions and levels of education. We retain these details until you unsubscribe from our job alert through the link in one of the e-mails.

Staff and work experience

When you are working for The Salvation Army (internally or externally) as a member of staff or on work experience, for the implementation of the agreement that we have concluded with you and for purposes of our rights and obligations as an employer, we process your: name, address details, contact details, gender, date of birth, place of birth, Citizen Service Number, copy of proof of identity, bank details, details of education, courses and work experience undertaken or to be undertaken, certificate of good conduct, details about work-related memberships, details relating to presence and absence, e.g. in connection with leave, reduced working hours, childbirth or illness, information about required conditions of work, details of family members in connection with conditions of employment agreed, details relating to the organisation of staff assessment and career guidance, details relating to the calculation, establishment and payment of salaries, allowances and other sums of money and remuneration in kind, details relating to the calculation, establishment and payment of tax and premiums, invoices and relevant information relating to developments, celebrations and activities.

In general, we store personal data that are collected in the context of staffing arrangements until two years after termination of employment. A number of exceptions apply to this. For example, we retain data relating to taxes for five years (income tax declarations and a copy of proof of identity) and seven years (salary administration), a certificate of good conduct for five years, data in connection with liability for the excess under the Sickness Benefits Act for five years (absenteeism administration) and data relating to liability for the excess for Resumption of Work by those Partially Able to Work (WGA) for ten years (absenteeism administration concerning WGA allowances). In principle, we retain business mailboxes and files until 30 days after termination of employment, unless it is necessary to retain these longer for the continuation of the activities.

If providing care to our participants and/or clients is a part of your job, then we may store your name, notes and registration of your digital actions as part of the care file. In principle, we store the care files for twenty years. In this case, we may also store the screening information for up to five years after termination of employment.

We may share the above-mentioned personal data with third parties (see below in this privacy statement under the heading 'Sharing with third parties'). A number of these parties (such as pension funds, insurers and the occupational health and safety service) determine themselves how they handle your personal data, for what they use them and how long they store them.

Volunteers

Volunteers can work with us in different roles, including as buddies or in the role of a Salvation Army soldier. When you are with us as a volunteer, we process your name, address details, date of birth, contact details, bank details, certificate of good conduct, and in addition, for Salvationists, the Soldier's Covenant. We use these data to implement the volunteer's agreement, for our operational management (including for purposes of reporting) and for the payment of expenses. In principle, we store these data for two years after the end of the collaboration. We store fiscally relevant data for a minimum of seven years. In principle, we retain business mailboxes and files until 30 days after

termination of the collaboration, unless it is necessary to retain these longer for the continuation of the activities.

If providing care to our participants and/or clients is a part of your voluntary job, then we may retain your name, notes and registration of your digital actions as part of the care file. In principle, we store the care files for twenty years. In this case, we may also store the screening information (certificate of good conduct and validity of diplomas) for five years after termination of employment.

Operational management

For the security of our systems, environments and property, and also for the safety of our staff and of participants and clients, we may process the following personal data of staff, those on work experience and volunteers: account ID, log-in details, IP addresses, access authorisations, log data, information about network activities and login attempts, information about access to and departure from our premises, and camera shots in which someone is visible.² We process the personal data stated for authentication and security purposes on the basis of our legitimate interest.

NB: For the application of multi-factor authentication (MFA), members of staff, those on work experience and volunteers can opt to identify themselves through the Microsoft Authenticator app by means of a pin code, fingerprint or face scan. We do not process these personal data and only accept the confirmation through the app.

In general, we store log data for a maximum of six months after the data were collected, and camera images for up to four weeks. We can extend these storage periods in the case of, for example, a (suspected) incident. Specifically for care files, we store the log data for a minimum of five years.

As part of (the progress of) our operational management, we may process business e-mails (not identified as 'private'), interaction with staff and awareness activities, compiled documentation and data relevant to reports (for example, in the context of cost centres). We do this for the execution of our rights and duties as an organisation and on the basis of our legitimate interest. We store these data for as long as this is necessary.

In addition, we may use visual material in which staff, those on work experience or volunteers are recognisably depicted for the promotion of The Salvation Army. We do this on the basis of permission which you can withdraw at any moment. Furthermore, internally we provide a 'who's who' page in order to make it easier for colleagues to find one another, through which a name, position, employer, operational unit, department and business contact details can be viewed. For this you can opt to upload your photo, but of course this is not compulsory. If you have uploaded your photo but no longer want this, you can remove your photo again yourself. Images for marketing purposes or internal social activities are retained by The Salvation Army until an objection is made, permission is withdrawn or until the material is deleted or destroyed.

For the sending of our magazines, (digital) newsletters, important messages, invitations for surveys or presents, we may use the name, address and (business) contact details of staff, people on work experience and volunteers. We do this on the basis of our legitimate interest. If you do not want this, you can object to this at any moment. We store your personal data for the sending of our magazines, (digital) newsletters, important messages, invitations for surveys or presents until the collaboration is terminated and/or you have made a (successful) objection to this.

² For more information, see the [Privacy Statement on Camera Surveillance](#).

Suppliers

All the sections of our organisation may make use of suppliers. With the suppliers, we process a name, address details, contact details, bank account numbers and other details of people working or associated with the suppliers. We process these data for deliveries and orders or the receipt of services, to conduct the appertaining administration, for accountant's audits and for the execution and/or application of legislation and regulations.

We process these data on the basis of the agreement that we have with a supplier, in order to comply with legal obligations and on the grounds of our legitimate interest in order to be able to conduct proper operational management.

The personal data of contact persons at suppliers are deleted at the latest two years after the relevant transaction has been completed, unless we have to retain the personal data longer in order to fulfil a legal obligation for retention (such as fiscal obligations for retention) or if the contractual relationship last for longer.

Sharing with third parties

We may share your personal data with third parties. For example, we may provide your personal data to third parties when this is necessary as part of our role as an employer and for the carrying out of your daily activities. Consider, for example, IT providers of systems with which we work, an assessment agency for the application procedure, pension funds, insurers, the health and safety executive, accountants and Employee Insurance Agency (UWV). In addition, we may provide your personal data to third parties when this is necessary to fulfil a legal obligation (such as to the Tax Authority in the context of our fiscal administration or to the Healthcare and Youth Inspectorate (IGJ) in the context of an investigation report on violence in the care relationship by a care provider towards a client).

If relevant, we have made agreements with all these third parties in order to ensure that they handle your personal data responsibly. In any case, for pension funds, insurers, the health and safety executive, accountants, UWV, the Tax Authorities and the IGJ, it is the case that they determine themselves how they handle your personal data.

International transmission.

It may occur that we pass on your personal data to countries outside the European Economic Area (EEA).

We only pass on your personal data to countries outside the EEA if there is a suitable level of protection such as when an adequacy decision applies, when the Standard Contractual Clauses (SCCs) of the European Commission are applicable, or when this is necessary for the implementation of an agreement we have with you.

If you make use of our Office 365 product, Microsoft processes your name, contact details, technical details (such as IP addresses) information about your contributions, visual images of meetings, chat messages, files shared, etc. This processing takes place on the basis of our legitimate interest. We have made agreements with Microsoft in order to safeguard the responsible handling of your personal data (including during any possible transmission to the United States), of which the Standard Contractual Clauses ([SCCs](#)) of the European Commission are part. In addition, Microsoft has an [EU-US Data Privacy Framework certificate](#).

Your privacy rights

On the basis of the privacy legislation, you have the right to request us for access, supplementation, rectification or deletion of your personal data or limitation of the processing of your personal data. In addition you have the right to object to certain processing, to request us to transfer your data to a third party and to withdraw your consent. You can (partly) exercise your rights via *Mijn InSite* or if that is not possible through your leader. In addition, you can exercise your rights by contacting the national privacy team by e-mail (privacy@legerdesheils.nl) or post (The Salvation Army, attn Privacy Officer, P.O. Box 3006, 1300 EH Almere).

Amendments to privacy statement

The relevant works councils have agreed to this privacy statement. It may be that we change the way we handle your personal data. In that case, we will also change the relevant privacy statements. We will consult the relevant works councils about this in advance and actively inform our (internal and external) staff.

Miscellaneous

See our [Privacy Statement — General](#) for more information about matters including our Data Protection Officer, the security measures we have taken and where you can turn to with your general privacy questions and complaints.

Relevant legal entities

The Salvation Army Welfare and Health Care Foundation

Spoordreef 10
1315 GN Almere
Chamber of Commerce no.: 41208154

The Salvation Army Youth Protection & Rehabilitation Foundation

Spoordreef 10
1315 GN Almere
Chamber of Commerce no.: 63300664

The Salvation Army Services Foundation

Spoordreef 10
1315 GN Almere
Chamber of Commerce no.: 39057343

The Salvation Army ReShare

Koopvaardijweg 15
4906 CV Oosterhout
Chamber of Commerce no.: 39086449