

ABSTRACT

Why do you collect my data?

We collect your data to personalize and optimize your Traineeship with NewBees.

How do you collect my data?

When you do your intake or via other party (example: municipality)

What do you collect that can identify me?

We collect your first/last name, birth date, home country, level of language, previous job(s), work preference, interests, profile photo and specific skills.

Do you share my data?

We don't share your data with third parties, only with our partners who work with us. Besides this we may share your profile (not your name) with potential employers.

What rights do I have over my data?

You have the right to access, edit, object, delete and notice.

Our Privacy Policy

We (Stichting NewBees) last changed our privacy policy on May 10, 2018. We want to make sure you understand why, how and what personal data we process and what your rights are once we've collected your information. NewBees ensures that this privacy policy is leading and all team members are aware of this policy.

Why do you collect my data?

It's simple. We provide a personalized Traineeship to newcomers in the Netherlands. In order to optimize and personalize this project, we use your personal data.

We use data that can identify you (this is called personal data) to:

- To find internships and volunteer spaces for you.
- To invite you to our workshops, that are a part of our Traineeship.
- To contact you to update and discuss the progress of your Traineeship.
- To contact you when a one-time event is coming up, where you can volunteer.
- To share your data with your casemanager of the municipality (only when we have a data processing agreement with them)
- To refer your CV to potential employers and organizations.
- To maintain a database of newbees for the purpose of placement when a vacancy from our partners appears.

You can be assured that we protect the information we collect. By using our products or services, you agree to the collection, use and sharing of your data in accordance with this Privacy Policy.

How do you collect my data?

The personal data we collect is collected in three ways:

1. During your intake. The answers you give during your intake with one of our matchmakers are collected in our own CRM-system.
2. Via a third party. For example, the municipality. We only accept this when we have a data processing agreement with this party (dutch: verwerkersovereenkomst).
3. During your Traineeship, we collect extra data that is received in contact moments with you.

Our CRM-system is built in a way that only users who are connected to you can view your data. Such users are, for example, the matchmaker of the region where you live or your case manager of your municipality. This means that matchmakers in Amsterdam are not allowed to see the personal data from Amersfoort and vice versa.

Also, technical and organisational measures were taken in connection to ensure the protection of your personal data, namely to prevent unauthorised or random access to your personal data. Our source code of your personal data is located in Amsterdam, the Netherlands.

What do you collect that can identify me?

Some of the information we collect, known as personal data, can identify you. An example of personal data might be your name, birthdate or phone number.

The data we collect of you is:

Information Stored	Reason for storage
First name	Identification
Asylum status (Y/N)	We need this information in order to determine if you can do paid work or not.
Surname	Identification
Gender	We believe it is important that we treat people fairly. We log this information so that we are able to ensure that we are balanced in offering volunteer work. This approach allows a balanced allocation between sexes.
Where are you from (country)	Your home country is – in the same way as your language – valuable information when our matchmakers want to match you to a volunteer space or internship.
Birthday	We need this information to be able to determine that the person we intend to put into a volunteering position is of a proper age to be able to be working
What languages do you speak and to what level	We need to assess whether the NewBee is able to converse at a working level of English or Dutch (or any other language). This is needed because it is difficult to place people in volunteer positions in the Netherlands without certain language skills.
What was your last job	We need this to have a working understanding of the your former employment and experience to match you with the volunteer positions where you can add the most value and develop your skills best.
Profile photo	This is the part of the profile that you can update yourself. This is an optional extra and is by no means obligatory. However, we do encourage you to share a photo because it makes your profile more personal and as such chances of finding a position higher.
Current interests	We store this data in order to understand the individual who is looking to be placed what his interests may be.
Skills ('Hard skills')	Some charities or organisation would like to know to specialist knowledge before they come to an agreement for a volunteer job or internship. Knowing your skills makes it more valuable and easier to make a match.
Matches	In order to help you build a logical career in volunteer jobs and internships we keep track of the placements that we have facilitated.

Website activity	In order to optimize website functionality, we will track activity on the website, only when you have your own account. The so-called session cookies. The only purpose of this is to make website use easier and more transparent.
Contact moments	We log the moment we have contact with Newbees. This is in order to keep track of the progress of the Traineeship.

Do you share my data?

No, we don't share, sell or rent your data to third parties or parties with whom we don't have a data processing agreement (dutch: verwerkersovereenkomst). The only way we disclose personal information with such parties is when authorized by law or necessary to comply with a legal process. If this happens, NewBees will always inform you.

The other way we share your data is with our partners who work with us. This is needed in order to execute the services we provide. The people who have access to your personal data are from organizations or companies with whom we have signed a data processing agreement (dutch: verwerkersovereenkomst). This means that they are obliged to process your data in the same way we do: safe and secured!

What right do I have over my data?

NewBees ensures all processing of personal data is performed in accordance with privacy rights and regulations following GDPR (General Data Protection Regulation). Once we have your personal data registered in our system you have the following rights:

1. Right to access
2. Right to edit
3. Right to object
4. Right to delete
5. Right to make notice

How long do you save my data?

The keeping and processing of your personal data by Newbees is limited to a period of seven years.

If you want to use any of your right as above, you can send an e-mail to privacy@newbees.org. NewBees ensures that your right will be put in effect in the maximum of 72 hours.

NewBees is further entitled to refer your personal data, such as your CV or work experience to potential employers and/or organizations, if and when this the purpose of collecting your data: so as to facilitate your traineeship.

Google Analytics Cookies

We use Google Analytics and process analytical cookies (Google Analytics-cookies) personal data from our website visitors. The reason for this is to track information of our visitors in order to optimize the usage of our website. Of course, we value the privacy of our visitors, that's why:

- We have a processing agreement with Google
- We have masked the last octet of the IP-adres
- We have unabled the option to share your data

- We don't use any other services of Google in combination with Google Analytics-cookies.

Newsletter

By subscribing on our website, we collect your e-mail address in order to send you our e-mail newsletter. No spam, ever. Your e-mail address will only ever be used for NewBees newsletters.