

# Privacy policy for De Zweef App

Last update: 21 October 2024

At **De Zweef**, we take your privacy very seriously. This privacy policy explains what data we collect, how we process it, and how we protect your privacy. This policy applies to users of our onboarding app for De Zweef.

## 1 What data do we collect?

Within our app, we do **not** collect any personal data, except for the profile photo that you may optionally upload. This photo is stored externally and used solely within the context of your profile in the app.

Other data relevant to your onboarding process is stored externally in our secure system. This includes:

- **Name**
- **Email address**
- **Date of birth**
- **Onboarding progress**

This data is not processed within the app itself but is accessible to your employer via our external system.

## 2 How do we use this data?

The data you provide is used only for the following purposes:

- **Profile photo:** To personalize your profile within the app.
- **Name, email, date of birth, and onboarding progress:** This data is stored externally and used by your employer to track your onboarding progress and for other work-related purposes.

## 3 3. How long do we keep your data?

We will retain your data for as long as you are employed by **De Zweef**. Once your employment ends, your data will be deleted within a reasonable timeframe unless we are legally required to retain it for a longer period.

## 4 4. How do we protect your data?

We take appropriate security measures to prevent your data from being lost, misused, or accessed by unauthorized parties. The only data stored within the app is your optional profile photo, which is encrypted and stored on an external server.

Other personal data (such as your name, email address, date of birth, and onboarding progress) is stored externally in a secure system that is only accessible to authorized personnel of **De Zweef**.

## 5 Do we share your data with third parties?

We do **not** share your data with third parties, except when necessary for the operation of the app and the storage of data on external servers. In such cases, we only work with parties that comply with the GDPR (General Data Protection Regulation) and handle your data securely.

## 6 Your rights

You have the right to:

- **Access** the data we hold about you.
- **Correct** any incorrect or outdated data.
- **Request the deletion** of your data when it is no longer necessary for the purposes for which it was collected (for example, after your employment ends).
- **Restrict the processing** of your data in certain situations.

You can exercise these rights by contacting us using the details below.

## 7 Contact details

If you have any questions about this privacy policy or wish to exercise your rights, you can contact us at:

- **De Zweef**
- **Email:** [tjngiesberts@hotmail.com](mailto:tjngiesberts@hotmail.com)
- **Phone number:** 0623469831

## 8 Changes to this privacy policy

We reserve the right to update this privacy policy from time to time. Any changes will be communicated to you through the app or by email. We encourage you to review this privacy policy regularly so that you are always informed of how we handle your data.