

Internal Privacy Statement

Contact Information TKH Airport Solutions

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The Internal Privacy Statement was designed to inform you, our employees and job applicants, about how your personal data is collected, processed, and protected.

Personal data we process:

TKH Airport Solutions processes your personal data when you apply for a job position and when you start your employment with us.

Below, you will find an overview of the personal data we process:

- First and last name
- Citizen Service Number
- Document Number (ID)
- Address
- Personal Email
- Emergency contact phone number/name
- Business Email address
- Phone numbers
- IBAN
- Partner's information
- Children's information

We do not process any special and/or sensitive personal data.

For what purpose and on what legal basis do we process personal data:

TKH Airport Solutions processes your personal data for the following purposes:

- Drafting employment contracts
- Payroll administration
- Business trips
- Access to and use of computer systems
- Recruitment
- Sick leave management
- Pension accrual and associated insurance components for salary processing

TKH Airport Solutions processes your personal data on the basis of the following legal grounds:

- Employment contract
- Legal obligation
- Consent

Automated Decision-Making:

TKH Airport Solutions does not make decisions that have (significant) consequences for individuals based on automated processing. This refers to decisions made by computer programs or systems without the involvement of a human being (for instance, an employee of TKH Airport Solutions).

How long do we retain personal data:

TKH Airport Solutions does not retain your personal data for longer than strictly necessary to achieve the purposes for which your data is collected. After resignation (or earlier with recruitment) we follow these retention periods for the following (categories of) personal data:

- Application data: 1 year after hire or 4 weeks after closing the recruitment process
- Employment contract and employment terms: 2 years
- Warning letters (if applicable): 2 years
- Job descriptions: 2 years
- Performance and appraisal reports: 2 years
- Career overview: 2 years
- Copy of identity card/passport: 5 years
- Remaining Personnel file: 7 years

Sharing personal data with third parties:

TKH Airport Solutions only discloses personal data to third parties when necessary for the performance of our agreement with you or to comply with a legal obligation. General Data is shared with the TKH Group, TKH Deutschland, and other relevant TKH subsidiaries if there is a payroll agreement in place for specific employees. These employees are aware of the data sharing. An applicants data is shared with the Recruitment System Personio. If employees need to rent a car for a business trip, data is shared with TravelPerk, or other applicable car rental companies.

Country specific data for the Netherlands is shared with:

- TKH Group NV (Salary administration)
- Belastingdienst (Tax and Customs Administration)
- Zwitserleven (Pension)
- Nationale Nederlanden
- @arbo (company doctor)

For Denmark data is shared with:

- Visma (salary administration)
- Industries Pension (Pension for blue-collar workers)
- Vel Liv (Pension for white-collar workers)
- Tryg (Health insurance)
- Guldborgsund Kommune (Sick leave)

For Germany data is shared with:

- KDV (Payroll service provider)
- Social Security
- Bundesagentur für Arbeit
- WWS/PWC
- Schwerbehindertenabgabe (IW-Elan)
- Berufsgenossenschaft
- Deutsche Rentenversicherung
- Büchner und Barella responsible for: accident insurance, employer-funded-pension, direct insurance
- JobRad (Leasing E-Bikes)

Data security:

Your personal data is saved in a personnel file which can only be accessed by members of the Human Resource Department and a limited number of finance employees and system administrators. Data printed out is locked in the HR office in a locked closet which can only be accessed by the HR team to prevent data leaks. TKH Airport Solutions is minimizing papers as much as possible.

Access, correction, or deletion of data:

You have the right to access, correct, or delete your personal data. Furthermore, you have the right to withdraw your consent for data processing or object to the processing of your personal data by TKH Airport Solutions. You also have the right to data portability. This means you can request us to send the personal data we hold about you in a computer file to you or an organization you specify. You can make such a request by sending an Email to hr@tkh-airportsolutions.com. This is the only mailbox that can be used for personal data. This mailbox is GDPR secured and data is retained for exactly 90 days after being processed. If you want your data to be deleted immediately, you need to submit an explicit request for deletion.

To ensure that the access, correction, or deletion request has been made by you, we ask you to include a copy of your valid identity document within the email. In this copy, please black out your photo, MRZ (machine-readable zone, the strip with numbers at the bottom of the passport), passport number, and Citizen Service Number (BSN) to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

TKH Airport Solutions B.V. also wants to inform you that you have the option to file a complaint with the supervisory authority by sending an Email to hr@tkh-airportsolutions.com.

The Privacy Statement will be reviewed regularly and updated as necessary to reflect changes in data processing practices and legal requirements. Changes will be communicated to you via a personal Email.