

Privacyverklaring Cortex B.V.

Security, Crisis Management, Corporate Investigations, Specialist Driver Training.

Data Controller

Cortex B.V. (Cortex) is responsible for the processing of personal data as set out in this privacy statement.

Contact details: www.cortex.nl, P.C. Staalweg 110-E, postcode: 3721 TJ Bilthoven,
Tel: 085-4883060, info@cortex.nl

Why does Cortex process personal data?

Cortex may process your personal data because you use our services. We may also process your personal data because we have obtained it in the context of an investigation.

The purposes for which we process personal data?

We always collect personal data for a specific purpose. That purpose must be clear and known in advance. We process personal data when carrying out the following activities:

- Carrying out specialist security assignments;
- Conducting specialist driving training;
- Conducting pre-employment screenings;
- Conducting investigative inquiries;
- Handling internal administrative tasks.

Cortex processes personal data exclusively in accordance with the principles of processing (Art. 5) and the legal bases (Art. 6) set out in the General Data Protection Regulation (GDPR). When personal data is processed, Cortex ensures that the data subject is informed in a timely manner of the applicable legal basis and the data being processed.

Retention periods

Cortex does not retain personal data for longer than is strictly necessary to achieve the purposes for which the personal data are collected. Cortex applies the following retention periods for the following (categories of) personal data:

- Customer data: up to two years after completion of the assignment, unless the law requires retention for a longer period; contact details may also be retained for a longer period if the customer has indicated a wish to remain informed;
- Investigation data: minimum of 1 year and maximum of 5 years, unless a pending (or imminent) legal proceeding requires a longer period;
- Job application data: maximum of 4 weeks, or 1 year if the applicant has given consent;
- Financial-administrative data: maximum of 7 years;
- Camera footage: maximum of 4 weeks, unless an incident has occurred;
- Conducting pre-employment screenings: maximum of 28 days. The data is destroyed after this period.

Sharing personal data with third parties

Cortex only discloses personal data to third parties if necessary for the purposes previously stated. Cortex may also engage parties to perform tasks on its behalf and under its responsibility that involve the processing of personal data.



Data Processing Agreement

Cortex enters into data processing agreements with companies that process personal data on its behalf—in accordance with Article 28 of the GDPR—to ensure an equivalent level of data security and confidentiality. Cortex remains responsible for these processing activities.

Accessing, modifying, or deleting data

Data subjects have the right, among other things, to ask Cortex whether we have processed their personal data and to subsequently access, correct, or request the deletion of such data. If personal data was processed based on consent, that consent may be withdrawn. You may send such requests to info@cortex.nl; Cortex will then assess whether to grant your request based on the facts and the GDPR. To ensure that the request for access was indeed made by you, we must verify your identity beforehand. This is done to protect your privacy. We will respond to your request as soon as possible, but no later than within four weeks.

Complaints

If you are dissatisfied with the way we handle your personal data, we ask that you discuss this with us. We are always willing to explain how we handle your personal data. We will handle your question and/or complaint with the utmost care. You also have the right to lodge a complaint with the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), via: www.autoriteitpersoonsgegevens.nl.

Security of personal data

Cortex takes the protection of (personal) data seriously and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized alteration. Cortex has implemented all measures required under the General Data Protection Regulation (GDPR).

Accreditation

Cortex is a private investigation agency accredited by the Ministry of Justice and Security (POB number: 1212) and a private security company (ND number: 2983); it operates in accordance with the Private Security Organizations and Investigation Agencies Act (Wpbr) and the privacy code of conduct for the private investigation sector.