

## Privacy Policy of Applied Clinical Services B.V.

We use a number of definitions in our Privacy policy that can be used in the singular or plural:

Policies: these Privacy Policy;

Privacy legislation: the Act Implementing the General Data Protection Regulation (AVG: *de Algemene Verordening Gegevensbescherming*).

Cookie: a small file that is placed via an internet site on (the IP address of) your computer which records information about your visit to the **Applied Clinical Services B.V.** internet site;

### 1. Explanation of the Policy

**Applied Clinical Services B.V.** may not automatically process the data you provide. The privacy legislation is intended to protect the privacy of individuals. This Act restricts the permitted use of your personal data by others. Acting on this legislation, **Applied Clinical Services B.V.** has the duty towards its business customers, employees, freelancers, business partners and clinical research sites to:

- inform them of the way in which and the purpose for which data are processed by **Applied Clinical Services B.V.**;
- state who is allowed to view the data;
- request permission to process certain data.

**Applied Clinical Services B.V.** considers your privacy important. That is why **Applied Clinical Services B.V.** explains in this policy how it deals with your data, what the purpose is of its use, and for the processing of which data **Applied Clinical Services B.V.** must explicitly request your permission.

### 2. The personal data Applied Clinical Services B.V. uses and the purpose of such use

**Applied Clinical Services B.V.** may and (possibly) will process your data if you are or will become a/an:

- Business customer of **Applied Clinical Services B.V.**;
- Employee of **Applied Clinical Services B.V.**;
- Freelancer of **Applied Clinical Services B.V.**;
- Employee of a business customer of **Applied Clinical Services B.V.**;
- Business partner of **Applied Clinical Services B.V.**;
- If you contact us via the contact form on the website of **Applied Clinical Services B.V.**

If you're an employee of **Applied Clinical Services B.V.**, **Applied Services B.V.** (may possibly) collect the following data:

- Name;
- Date of birth;
- Email address;
- Gender;
- Phone number;
- Address;
- A photo;
- Social security number;
- Bank account number;
- A copy of an identification card;
- Resume.

If you are a freelancer of **Applied Clinical Services B.V.**, **Applied Clinical Services B.V** (may possibly) collect the following data:

- Name;
- email address;
- phone number;
- Resume;
- bank account number.

If you are a business customer, an employee of this business customer or if you are a business partner of **Applied Clinical Services B.V.**, **Applied Clinical Services B.V.** (may possibly) collect the following data:

- Name;
- Email address;
- Phone number.

These data enables us to:

- Finalise contracts with **Applied Clinical Services B.V.'s** business customers, employees, employees of business customers, clinical research sites, employees of clinical research sites and business partners conclude with **Applied Clinical Services B.V.** financially and administratively;
- provide our services;
- Reach business customers, employees, employees of business customers, clinical research sites, employees of clinical research sites, business partners and candidates or interested parties if this is necessary;
- develop/further optimise our services;
- comply with our obligations as an employer;

### 3. Provision of personal data to third parties

**Applied Clinical Services B.V.** does not provide any personal data to persons or businesses outside the **Applied Clinical Services B.V.** organisation, unless:

- this is required by a statutory provision;
- this is necessary to perform a contract that **Applied Clinical Services B.V.** has concluded with you;
- you have given permission to do so.

### 4. Obligations/secured access/confidentiality/retention period

**Applied Clinical Services B.V.** processes your personal data only in accordance with the law. This implies, among other things, that the data are processed only for the purpose of which they are obtained and in a proper/careful manner, in accordance with the law and these policies.

Your personal data can be accessed only by the staff of **Applied Clinical Services B.V.**, unless stated otherwise in this policy. All your personal data are protected by **Applied Clinical Services B.V.** against unauthorised access. This protection consists of:

- having a personal password for each employee to log in to the digital system;
- the staff of **Applied Clinical Services B.V.** having a duty of confidentiality with respect to all personal data provided to **Applied Clinical Services B.V.**;
- technical measures taken by **Applied Clinical Services B.V.** in accordance with the law, to secure the system it uses against external data breaches.

your personal data are not kept longer than necessary for proper administration. **Applied Clinical Services B.V.** keeps the data for as long as necessary to run the business, with due observance of a reasonable period. The law may prescribe a different retention period. If so, **Applied Clinical Services B.V.** will comply with the prescribed statutory retention period.

## 5. Your rights as a person concerned

- The right to be informed. You have the right to know whether and which personal data of you are processed and for what purpose.
- The right of inspection. You have the right to view and copy these data, provided that the privacy of another person is not thereby impaired.
- The right to correct and remove. You have the right to correct, change or delete data. The right to (partially) remove your data can only be met if the retention of the data is not of considerable interest to another person and if there is no law that prescribes that the data must be saved.
- The right of resistance. In certain cases you have the right to oppose the processing of your data.
- The right of data portability. You have the right to receive your personal data that is stored and transfer it to another organization.
- The right to a human eye in case of automated decisions. When an automated decision is about to be made, you have the right to have the decision taken by human intervention.

If you want to exercise your rights, you can state this by sending an email to [info@appliedclinicalservices.com](mailto:info@appliedclinicalservices.com). If your request is rejected, the reason of the rejection will be explained to you. One reason may be that your file contains information that is or may be important for another person. You will receive notice from **Applied Clinical Services B.V.** within one month of receipt of your request.

If you have a complaint about the processing of your personal data, you can also contact **Applied Clinical Services B.V.**. **Applied Clinical Services B.V.** will together with you attempt to solve the problem.

Do you have (other) comments/questions/suggestions? You can also contact us for these matters.

**Applied Clinical Services B.V.** will of course handle the personal data provided in this context also confidentially and carefully.

Our current contact details can be found on the website of **Applied Clinical Services B.V.**

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