



## Privacy regulations

(September 24, 2019)

Re-integratieSupport, registered in The Netherlands under Chamber of Commerce number 75173859, is responsible for processing personal data as indicated in these privacy regulations. Re-integratieSupport is bound by the rules as laid down in the General Data Protection Regulation (GDPR) and the Dutch GDPR Implementation Act.

### Contact data

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Phone.: +31-(0)6-34 10 6666  
E-mail: [info@re-integratiesupport.nl](mailto:info@re-integratiesupport.nl)  
Web: [www.re-integratiesupport.nl](http://www.re-integratiesupport.nl)

### Changes privacy regulations

These privacy regulations have been laid down the last time on September 24, 2019. Re-integratieSupport can modify these regulations. New versions will always be published on the website. Therefore we recommend you to consult this declaration on a regular basis in order to be aware of any changes.

### Personal data processed by us

Re-integratieSupport is processing your personal data as a result of you using our services and/or because you have provided them to us, e.g. via e-mail, phone and the website. Below you will find a list of the personal data processed by us:

- name, address and residence data
- contact data, such as e-mail address and phone numbers
- date of birth
- gender
- data regarding your tenure or employment history
- CV
- list of functional options and load capacity profile
- reports by employment experts
- results of digital tests, such as vocational interest and aptitude tests, career scans and competency tests
- sick reports
- data in a Plan of Action / Problem analysis / Current assessment / Expert assessment / WIA judgment (WIA: the Dutch Work and Income (Capacity for Work) Act)
- contents of communication, such as e-mails, invitations and meeting reports

## Personal data of minors

Our website and/or service does not have the intention of collecting data on persons under the age of 16, unless they have received permission from parents or a guardian. However we cannot verify whether a visitor is 16 years of age or older. Therefore we recommend parents to be involved in the online activities of their children in order to prevent the collection of data on children without parental consent. If you are convinced that we have collected personal data on a minor without that consent, please contact us through [info@re-integratiesupport.nl](mailto:info@re-integratiesupport.nl) and we will remove the information in question.

## The purpose for which we are processing personal data and the underlying foundations

Re-integratieSupport is processing personal data for the following purposes:

- The implementation of reintegration programs including coaching of employees or benefit claimants related to illness or disability.
- Carrying out the contract agreement.
- Offering tailored guidance and/or advice.
- Adequate communication with parties concerned.
- Good and efficient service.
- Service improvement.
- Effective provision of information to contractors and candidates.
- Performing administrative acts, including planning and management of professional relations files.
- Reporting and analysis for accountability purposes to contractors.
- Drafting contract agreements and invoicing.
- Meeting legal requirements.

## Sharing personal data with third parties

Re-integratieSupport can share personal data with third parties if:

- this is necessary for business operations, e.g. ICT systems support staff and the accountant; or
- this is necessary for service provision and the implementation of the agreement, e.g. testing agencies, potential new employers and training institutes; or
- this is necessary to meet any legal requirement.

These third parties are only allowed to process your personal data for the purposes mentioned above.

Re-integratieSupport will not provide your data for commercial purposes or charities.

## Cookies

Re-integratieSupport is using functional and analytical cookies. For this purpose Google Analytics is being used. Through our website a cookie is placed by the American company Google, as part of the “Analytics” service. We are using this service to keep track of and obtain reports on the way visitors are using the website. Google can provide this information to third parties if Google is legally required to do so, or to the extent that third parties are processing the information on behalf of Google. We cannot influence this. We have not authorized Google to use the information obtained for other Google services.

The information collected by Google will be anonymized as much as possible. Your IP address is expressly not being passed on. The information will be transferred to and stored by Google on servers in the United States. Google states it adheres to the Privacy Shield principles and has joined the Privacy Shield program of the U.S. Department of Commerce. This implies that there is an appropriate level of protection for processing any personal data.

For more information on cookies:

- <https://www.acm.nl/en/publications/publication/11917/Frequently-asked-questions-about-the-Dutch-cookie-act>
- <https://www.allaboutcookies.org/> (including information how to delete cookies and/or change your cookie settings)

## Retention period of personal data

Re-integratieSupport will save your personal data no longer than strictly necessary for realizing the purposes for which your data are being collected.

Excluded are data which have to be saved for a longer period of time because Re-integratieSupport has to adhere to legal administrative duties, including fiscal retention obligations.

## How we secure personal data

Re-integratieSupport is taking the protection of your data seriously and has taken appropriate security measures in order to counter abuse, data loss, unauthorized access, unwanted disclosure and unauthorized modification. For communication on sensitive and confidential information through e-mail, Re-integratieSupport is using an environment with an extra layer of security. If you have the impression that your data are not properly secured or if there are indications of abuse, please contact us immediately through [info@re-integratiesupport.nl](mailto:info@re-integratiesupport.nl).

## Your rights

You have the right:

- to see your personal data or to have them corrected or removed;
- to withdraw any consent you have given for data processing;
- to object to processing your personal data;
- to data transferability. This means you can file a request with us to send the personal data we have in a computer file to you or to a different organization designated by you.

Any request with regard to inspection, correction, removal or transfer of your personal data or request to withdraw your consent or objection to processing your data can be sent to [info@re-integratiesupport.nl](mailto:info@re-integratiesupport.nl).

In order to ensure that such requests have been made by you in person we are asking you to attach a copy of your identity document to your request. In order to protect your privacy, please black out your passport photo, machine readable zone (the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (“BSN”).

We will react to your request as soon as possible, but within four weeks at the latest.

We would also like to point out that you have the option to register a complaint with the Dutch national supervisory authority, the Dutch Data Protection Authority. You can do so using the following link (Dutch only):

<https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/gebruik-uw-privacyrechten/klacht-melden-bij-de-ap>