

**PRIVACY STATEMENT**

**IT&CARE B.V.**

**Version 4.0**

Classification: public

*IT&Care is part of HumanTotalCare B.V. IT&Care B.V. is registered with the Chamber of Commerce under number 17099969*

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## Introduction

This privacy Statement applies to the processing of personal data by IT&Care B.V. (referred to below as: IT&Care) for the purpose of our services. Processing of personal data includes among other things collection, storage, recording, modification, retrieval, consultation or erasure of personal data.

IT&Care is a certified and independent supplier of software applications (referred to below as: Software) that supports employers, employees, occupational physicians (or other providers of care in the field of labour and occupational health care) and consultants in the field of labour, vitality and health. The purpose of the Software of IT&Care is monitoring and promoting health, competences and motivation of employees, in order to support durable employability of these employees. Through the Software personal data is processed, which is processed by IT&Care as an independent supplier. In the Software Personal Data of the following persons is processed:

- Personal Data of employees which they themselves, their manager or the health care provider who supports them, enter into the Software;
- Personal Data of employers and executive staff;
- Personal Data of health care providers.

We will handle any Personal Data which we process, with a great deal of care and in accordance with the applicable legislation and regulations, including the General Data Protection Statement (GDPR)<sup>1</sup>. That means among other things that IT&Care:

- will inform you in clear terms and a transparent way about the way in which and purposes for which your personal data is processed;
- will process personal data for specific purposes only and will base data processing on one of the bases referred to in the GDPR;
- will take suitable safety precautions to protect personal data against loss and theft;
- will inform you about your rights with respect to the personal data processed by IT&Care.

The above subjects are described in this Privacy Statement. This Privacy Statement has been divided into three sections.

In **section A** we explain to you how IT&Care as an independent processor handles the personal data that is processed through the Software of IT&Care.

Besides personal data which is processed by IT&Care through the Software it has made available, our organization processes several other groups of personal data, including personal data of our suppliers and personal data of the visitors to the website. In **section B** we will explain how we handle these other groups of personal data.

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<sup>1</sup> The Dutch name of the GDPR is: 'Algemene Verordening Gegevensbescherming' ('AVG'). Our privacy Regulation in Dutch is also available on our website.

**Section C** contains a number of general provisions, in which you can read among other things how we secure your personal data and who is available for your questions about this Privacy Statement.

This Privacy Statement has been drawn up and is managed under the responsibility of the management of IT&Care.

## SECTION A

### Personal data that is processed in the Software of IT&Care

IT&Care, acting as an independent processor, processes the following personal data through the Software, which IT&Care makes available to employers, employees, occupational physicians (or health care providers in the field of labour and occupational health care) and consultants.

- Personal data, including:
  - Name and address data;
  - Email address;
  - Telephone number;
  - Date of birth;
  - Gender;
  - Nursing address of sick employee;
  - Employee ID<sup>2</sup>
  
- Specific personal data, including:
  - Health information, such as the date of the employee's sickness notification, date of the recovery notification, presumed duration of absence, whether one of the fall-back provisions of the 'Sickness Benefits Act' (Dutch: Ziektewet) applies, whether the 'Work and Income according to labour capacity Act' (Dutch: Wet Werk en Inkomen naar Arbeidsvermogen) applies to the employee, whether a sick employee has been involved in a traffic accident;
  - Medical information: data concerning the health of employees which fall within the scope of doctor-patient privilege and which are necessary for the assessment by the provider of care of the occupational incapacity of the employee, the sick leave follow up and rehabilitation. Examples are the nature and cause of the sickness, the progression of the treatment and data which are necessary to be able to offer preventive healthcare to employees;
  - Citizen Service Number

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<sup>2</sup> This refers to the Employee ID or a different code that is specifically linked to an employee and replaces the Citizen Service Number as a key value, as described in the Nationale Verzuimstandaard ('NVS') 2017. This standard is endorsed by health and safety services that are members of the OVAL sector association and is managed by Stichting Sivi.

## **Purposes**

Via the Software, IT&Care offers support with regard to the exchange of personal data between employers, employees, healthcare providers and advisors, but has no influence on which personal data is stored in the Software. That is determined by you, your employer, health care provider or consultant themselves. Before access is given to the Software by IT&Care, IT&Care has concluded an agreement with your employer, health care provider or consultant. In that agreement, IT&Care is engaged to process the personal data for certain specific purposes. IT&Care will process the personal data for those purposes only in accordance with the applicable legal and contractual obligations applicable to the exchange of the personal data.

IT&Care will ensure that the personal data processed in the Software by you, your employer, health care provider or consultant, is safely stored and that access by unauthorized persons is not possible.

## **Lawfulness of processing**

IT&Care processes the above personal data because this is necessary for the performance of the agreements which IT&Care has concluded with your employer, health care provider or consultant, as explained above.

## **Retention period**

Your personal data will be removed by us in case we are instructed to do so by the person who entered the specific data into the Software. In case there is no legal basis any longer to process the personal data, we will erase your personal data.

## **SECTION B**

### **Data of visitors to the website of IT&Care**

#### *Personal data categories*

In case you visit our website, the following personal data of you may be processed as a result of completion of (contact) forms:

- Name;
- Email address;
- Telephone number.

#### *Purposes*

IT&Care processes the above personal data for the following purposes:

- Responding to your question;
- Processing your remarks;
- Sending you information as requested.

#### *Lawfulness of processing*

In case you ask us a question or request information, IT&Care has a legitimate interest to process the above personal data. Processing this data is necessary for proper handling of your request.

#### *Retention period*

Personal data of visitors to the website will be erased after your request or question has been responded to or your remark has been processed.

### **Data of suppliers of goods and services to IT&Care**

#### *Categories of personal data*

In case IT&Care enters into a business relationship with a supplier of goods and/or services, the following personal data may be processed:

- First name and surname;
- Email address;
- Business telephone number;
- Business address and place;
- Position;
- Name of the company you work for.

### *Purposes*

IT&Care processes the above personal data for the following purposes:

- Processing invoices;
- Maintaining the business network of IT&Care

### *Lawfulness of processing*

IT&Care processes the above personal data because it is necessary to be able to perform agreements with suppliers.

### *Retention period*

The personal data or data carriers containing personal data, which our organisation requires to comply with our legal duty to keep records, such as invoices, will be retained by us during the applicable statutory retention period. Other personal data will be erased after termination of the relationship with a supplier.

### **Data of employees of IT&Care**

We process personal data of our employees. The processing of this data is not considered in this Privacy Statement. At the time at which the employment commences we explain to our employees how we handle their personal data.

### **Data of applicants**

#### *Categories of personal data*

If you apply for a job with IT&Care, IT&Care will process the following personal data of you:

- Name;
- Email address;
- Address;
- Place;
- Telephone number.

### *Purposes*

The above personal data is processed in order to ensure a proper application procedure, including:

- Being able to contact you for making an appointment or giving feedback;



- Being able to evaluate your profile for the position for which you applied.

*Lawfulness of processing*

If you apply for a job with us, IT&Care will have a legitimate interest to process the above personal data. Processing this data is necessary in order to ensure a proper application process.

*Retention period*

Your personal data will be erased four weeks after the vacancy has been filled, unless you have given your approval for storage of your personal data for a longer period of time.

## SECTION C

### Security

Adequate security of your personal data is highly important. IT&Care has made all reasonable and appropriate technical and organizational measures in order to secure the confidentiality, integrity and availability of your personal data.

In order to demonstrably guarantee the security of your personal data IT&Care has an ISO 9001, ISO 27001 and NEN 7510 certification.

In case, despite the security measures taken, a security incident occurs, we will take the necessary precautions to limit any consequences for your privacy as much as possible. In case an incident can be regarded as a personal data breach, we will report this to the Dutch Data Protection Authority and, in case this is required, to the data subject(s) concerned.

### Disclosure of personal data to third parties

Personal data which is processed by IT&Care as data controller in accordance with the GDPR, will not actively be disclosed to any third parties by IT&Care. In case IT&Care would disclose personal data to third parties, IT&Care will always obtain prior permission from the parties concerned, unless such permission is not required by law.

### Your rights

You have the right to request us in writing for:

- **Access to your personal data.** You may ask us whether we process personal data of you. If that is the case we will explain what personal data of you are processed by us, in what way and for what purposes we do this. You may also request from us a copy of your personal data that we process;
- **Rectification of your personal data.** In case it is your opinion that your personal data that we process, is incorrect or incomplete, you may request us to modify or complete your data;
- **Erasure of your personal data.** You may request us to erase your personal data that we process. After receipt of a request to that effect we will erase your personal data without undue delay if:
  - the data is no longer necessary for the purpose for which it has been processed by us;
  - you do not give us your consent to process your personal data any longer;
  - you object to the processing of the personal data and there is no reason why we may process the data any longer;
  - the data was processed by us for the purpose of direct marketing;
  - the personal data should not have been processed by us ( 'unlawful processing');

- the law requires us to erase the personal data.
- **Restriction of processing of your personal data.** In some cases you may wish that the processing of your personal data is restricted. In that case you may request from us restriction of processing. We will comply with such a request in the following cases:
  - It is your opinion that your personal data which we process, is incorrect. We will not use this personal data until the data has been verified and possibly modified or completed;
  - We should not have processed the personal data but you do not wish us to (fully) erase your personal data;
  - We do not need your personal data any longer but you wish to be able to use this data in order to establish a claim or instigate legal proceedings;
  - You object to our processing of your personal data and we have not yet evaluated your objection.  
If processing of your personal data is subject to a restriction, we will process this data only with your consent. Before the restriction is lifted, we will inform you of that.
- **Right to data portability.** You may request from us a copy of your personal data which we process. We will provide you with a copy in a commonly used format which can be used for instance if you wish to transfer the data to a different service provider, such as a different health and safety service. In case this is technically possible for us and if you wish, we can directly transmit the personal data to your new service provider.

You also have the right to **object** in writing to the processing of your personal data. In case you object, we will request you to explain to us why you do not agree with processing of your personal data.

### **Complaints Procedure – where to go with complaints**

In case it is your opinion that the provisions of this Statement are not complied with or your rights with respect to processing of personal data are not respected, you may submit your complaint to [privacy@itandcare.nl](mailto:privacy@itandcare.nl) or call 040-2601200.

### **Cookies**

IT&Care uses cookies on its website. In our Cookie Statement you can read more about what cookies are and which cookies IT&Care has placed on its website.

## **Contact Information**

In case you have any questions about this Privacy Statement, our Cookie Statement or the processing of your personal data by IT&Care, please contact our Data Protection Officer by means of the contact information below.

IT&Care B.V.

Attn. Data Protection Officer

Postal address

Science Park Eindhoven 5127

5692 ED Eindhoven

Visiting address

Science Park Eindhoven 5127

5692 ED Eindhoven

Telephone: 040 – 26 01 200

Email address: [privacy@itandcare.nl](mailto:privacy@itandcare.nl)

## **Where to find this Privacy Statement?**

The Statement is available on and can be downloaded free of charge from the website [www.itandcare.nl](http://www.itandcare.nl)

## **Entry into force of the Privacy Statement**

We reserve the right to modify this Privacy Statement. Modifications will be published on our website. It is recommended to consult this Privacy Statement regularly, so as to be informed of any modifications.

This Privacy Statement was last updated on July 10 2019.