



## **ProActief UvA bv Privacy Regulations**

### **Introduction:**

The fundamental right to respect for one's private life and protection of personal data is established in international human rights treaties and conventions such as Article 8 of the European Convention on Human Rights, and in Article 10 of the Constitution of the Netherlands. More specific legislation is included in the Dutch Data Protection Act (Wbp).

In the light of the relevant fundamental rights and legal obligations, ProActief UvA bv, a subsidiary of UvA Holding BV, considers it to be of great importance that the personal data of the candidates should be protected as carefully as possible.

This consideration forms the basis for the following privacy regulations, in which the way in which the protection of data is arranged is described as clearly as possible.

Every effort has been made to formulate transparent privacy rules. The main objectives of this privacy regulation are:

- To indicate the specific privacy safeguards for candidates of ProActief UvA bv
- To explain in detail the rights of those involved.

### ***I. General Provisions***

#### **Article 1. Definitions**

In these regulations and the provisions based thereon, the following definitions apply:

##### **Personal data**

"any information relating to an identified or identifiable natural person"

##### **Processing of personal data**

"any operation or set of operations concerning personal data, including in any case the collection, recording, organisation, storage, updating, or modification, retrieval, consultation, use, dissemination, making available, bringing together and associating, as well as blocking, erasure or destruction of data"

##### **File**

"any structured set of personal data, regardless of whether or not this data set is centralised or dispersed along functional or geographical lines, that is accessible according to specific criteria and relates to different persons"

##### **Responsible party**

"the person within the agency (career guidance and outplacement) who determines the purpose of and means for processing personal data. The Dutch Data Protection Act imposes a number of obligations on the responsible party. One process may involve several responsible parties"

##### **Data subject**

The natural person who is or is to be registered as candidate with ProActief UvA bv.

##### **Administrator**



an administrator is the person who – under the responsibility of the person primarily responsible in the office – is charged with the daily responsibility for the processing of personal data, for the correctness of the data entries and for the storage, distribution and removal of the data.

## **Article 2.** The purpose and means of processing personal data

- 2.1 The personal data of data subjects are processed for the following purpose(s):
- to be able to efficiently mediate between potential employers and the candidate
  - to be able to give effective guidance to a candidate in a career guidance programme
- 2.2 The following categories of personal data are processed:
- name, address, telephone numbers, e-mail address
  - personal particulars insofar as necessary to comply with a legal obligation (for example on the grounds of social security legislation)
  - work experience and education.
- 2.3 Candidates' data is obtained in the following ways:
- from the candidate's employer or principal
  - from the candidate in person.

There are various channels for this; via a registration form and via the internet. The data in the form is registered in a system authorised for this purpose. A dossier is also created in which copies of letters and interview reports are kept.

2.4 Candidates' personal data are destroyed in the following way:

- paper dossiers: after deregistration at the end of the programme.
- computer file: 5 years after deregistration

## ***II Responsibility and administration***

### **Article 3. Responsibility for the data collection and processing**

The director is responsible for the protection of the personal data of data subjects and gives data subjects the opportunity to exercise their rights contained in the Dutch Data Protection Act.

#### **4.a Administration**

The administration is concerned with the daily processing of data, under the responsibility of the director of ProActief UvA bv. The staff who form the administration sign a written statement when entering employment at ProActief UvA bv, in which they undertake to maintain confidentiality and to do nothing whatsoever that is in violation of the right to the protection of the private life of the person whose data are collected and processed.

#### **4.b. Confidentiality statement**

All staff, including freelancers, sign a confidentiality statement.

All staff, including freelancers, receive a contract in which written agreements are set down. This contract contains a confidentiality statement concerning treatment of confidential data. All staff, including freelancers, are also given a copy of the privacy regulations.

## **Article 5. Security**



The director of ProActief UvA bv takes all technical and organisational measures needed to ensure optimum security of the data collection so that access by unauthorised parties is prevented as far as possible.

#### **Article 6. Making data available to third parties**

ProActief UvA bv is not authorised to use the data entrusted to it by clients and/or candidates for any other purpose than that for which it was obtained (see Article 2). An exception to this is made in the event that ProActief UvA bv acts for itself in disciplinary, civil or criminal proceedings in which these documents may be relevant. Furthermore, the candidate may give written permission for information to be made available to third parties.

### *III Rights of the data subject*

#### **Article 7. Information**

Data subjects are informed about the processing of their personal data by making these privacy regulations known to them at the time of registration. Any changes to the privacy regulations are communicated to data subjects during the term of their registration.

#### **Article 8. Right to inspect, correct and delete**

- 8.1 Data subjects may submit a request to inspect their personal data (digital or otherwise).
- 8.2 ProActief UvA bv may refuse such a request if the data subject has already inspected the personal data within the last six months and no change has been made to the personal data in the meantime.
- 8.3 The data subject may request the responsible party to change, correct delete or block their personal data. ProActief UvA bv will comply with such a request unless this would be contrary to an overriding interest of ProActief UvA bv.
- 8.4 At the start of the programme candidates are informed by the agency of the agreements made concerning reporting: to whom, what information, in what way (verbal/in writing) for what purpose and in what periods. ProActief UvA bv does not report on the content of the meetings between candidate and adviser, nor on any information that could be considered confidential.
- 8.5 The agency will not make health data available to the client or doctor(s) and/or medical advisor(s) without the prior written consent of the candidate. Professional doctor-patient confidentiality will be observed.

#### **Article 9. Right to object**

Data subjects have the right to object to the processing of their data. Whether ProActief UvA bv will honour this right to object depends on the interests of the data subject and those of ProActief UvA bv. ProActief UvA bv may refuse an objection by the data subject if the personal data are necessary for the purpose for which they were processed and this is a legitimate purpose.

#### **Article 10. Procedure**

10.1 A request as meant in Articles 8 and 9 should be addressed to:

The director of ProActief UvA bv, Roetersstraat 25 1018 WB Amsterdam, telephone 020-5256670.

10.2 ProActief UvA bv will reply to requests as meant in Articles 8 and 9 within a term of four weeks. If a request as meant in Articles 8 and 9 is rejected, the reasons for the decision will be given.

### *IV Final provision*

#### **Article 11**

This privacy regulation came into effect on 1 July 2002 and was amended on 1 July 2013.