



Privacy statement

On 25 May 2018, the General Data Protection Regulation (in Dutch the Algemene Verordening Gegevensbescherming or "AVG") entered into force in the Netherlands. The AVG contains privacy rules aimed at improving the protection of your personal data. Based on the AVG, the Dutch Association of Insurers has established this privacy statement. We consider your privacy and the protection of your personal data of the utmost importance. In this statement, we set out how and why we do this when you use the Workload Analyser.

What is the Workload Analyser?

The Workload Analyser was developed for employees, managers and health & safety coordinators of insurance companies at the request of the Dutch Association of Insurers. The purpose of the Workload Analyser is to put the topic of workload on the agenda in a constructive manner, enabling employees and employers to take an active and positive approach to conversations regarding workload and work pleasure, and to take action where necessary. Based on this, your organisation considers it justified to process certain personal data.

Who is the data controller with regard to the processing of your personal data?

The Dutch Association of Insurers commissioned the development of the Workload Analyser. However, the participating insurance company is the data controller with regard to personal data processed in the Workload Analyser.

AVG basis for processing data

The legal basis for the processing of these personal data is the legitimate interest of the participating insurers to optimise the work/life balance of their employees.

Which data do we process?

With regard to the coordinator of the insurance company using the Workload Analyser, the following data are processed:

- First and last name
- Email address

With regard to a manager in the insurance company using the Workload Analyser, the following data are processed:

- First and last name
- Email address



With regard to an individual employee who is invited by their manager to take part in the Workload Analyser, the following data are processed:

- First name
- Email address

It goes without saying that all personal data are treated with due care. The data processed in the Workload Analyser are collected at aggregated level and processed anonymously. The employee's personal data are **not** linked to the results. In other words, there is no link between the employee and his/her answers: anonymity is guaranteed. The data are submitted to an IT services supplier who processes the data into a report. A data processing agreement is signed with this supplier, containing terms and conditions regarding the protection of the data.

What do we use the data for?

The data are used to measure the workload within the organisation and to put the topic of workload on the agenda in a constructive manner.

How do we treat your personal data?

We treat your personal data with due care. All individuals employed by us or working for us are under a duty of confidentiality.

Retention of the data

Personal data are not kept longer than strictly necessary in order to achieve the purposes for which they have been collected.

Description	Retention period
First and last name of the coordinator	1 year*
Email address of the coordinator	1 year *
First name of the manager (after the invitation from the coordinator)	4 weeks
First name of the manager (after registration by the manager)	6 months*
Email address of the manager (after the invitation from the coordinator)	4 weeks
Email address of the manager (after registration by the manager)	6 months*
First name of the employee	4 weeks
Email address of the employee	4 weeks

* The coordinator and the supervisor receive 4 weeks before the end of the term an e-mail, containing the option to extend it for the same period.



Use of cookies

The Workload Analyser only uses functional cookies that are necessary for the operation of the instrument.

How can you exercise your right to privacy?

The law grants various rights to persons whose personal data are processed and provides means to control these personal data influence. You have the right to inspect, modify and delete data which are related to your person. You also have, within the framework of law and regulations, the right to object to the processing of your personal data restricting the processing of data or transferring the data to a other organization. If you want to make use of your rights, you can indicate this at privacy@werkdruktemeter.nl. You also have the right to file a complaint to the Dutch Data Protection Authority, if you believe that your privacy has been violated.