

Explanation of the HumanCapitalCare Privacy Regulation

HumanCapitalCare is a certified, innovative service provider in the area of work, vitality and health. We advise organisations about policy-based and practical implementation of comprehensive health management with the aim of keeping its staff employable in the long term. In carrying out our services, we process personal data. Examples as such are data collected following visits to one of our medical officers, if we test/examine you or if an employer provides us with data about employees. You might ask yourself what happens to this personal data, who has access to this data and how is this data protected. You will find the answers to these questions in the privacy regulation of HumanCapitalCare. This explanation of the privacy regulation will give you the answers to the most frequently asked questions about our privacy regulation and the processing of personal data within HumanCapitalCare.

Which information appears in a privacy regulation?

A privacy regulation is an informative document in which we explain how HumanCapitalCare deals with the processing of your personal data. From the privacy regulation, you can learn about which personal data we process, for which purpose and how we protect this data against loss and theft. Furthermore, the relevant party – in other words, the person whose personal data is processed – has a number of rights regarding his/her personal data. For example, he/she can request to peruse the personal data that is being processed. The relevant party can also submit a request to correct or change his/her personal data.

Which of your personal data do we process?

We process certain personal data about you, depending on your relationship with us.

If your employer is a client of HumanCapitalCare, our organisation processes your personal data if we provide you with care. For example, that might be the case if you visit the medical officer or if you participate in a preventive medical examination.

The personal data that we might process includes your name, address, date of birth and telephone number. In addition, we process data about your health if we are providing you with care or have done so in the past.

In addition to personal data about employees that receive care from us, we also process the personal data of our clients and suppliers, insofar that this is necessary for carrying out our services.

We also process the personal data of applicants in order to ensure a smooth application process. You can read more about this in our privacy regulations.

In order to improve our services to employees, we also carry out studies and scientific research. Data is used for that purpose. Studies occur exclusively with the use of anonymous data that cannot be traced to a person. Reports and statistics that we formulate for employers or its workers' representative bodies contain only data on a group level and these do not contain any personal data that can be traced to an individual.

Where is your data stored?

The personal data that we process is stored by our professionals in your personal occupational health file, which is digitally stored in software applications that were specifically developed and designed for safeguarding and promoting work, health and vitality. These software applications are well secured against loss and theft of data, guaranteeing the safe processing of your personal data.

Which people in HumanCapitalCare are allowed to peruse your data?

The systems in which your personal data is stored are designed in such a way that only authorised persons have access to your personal data. Personal data that we process as part of the care we provide to you are accessible only to your attending medical officer and to people who are directly involved in the provision of care. Furthermore, your personal data could be perused by a permanent substitute for your medical officer (if appointed) and your medical officer may discuss your file with a colleague medical officer, if this is deemed necessary for providing you with proper care.

Which data about you is given to third parties?

In principle, we do not give any of your personal data to third parties. However, there might be cases in which giving your personal data to a third party is necessary, for example for complying with legislation. In that case, we can share certain personal data with a third party. This always occurs in compliance with the General Data Protection Regulation and other relevant legislation in the area of privacy. For example, we can provide certain personal data about you to your employer as part of your sick-leave follow-up. This concerns, for example, feedback from the medical officer, which the employer needs for your re-integration. There are also circumstances where we need to provide your personal data, for example to the Employee Insurance Agency (UWV), in order to assess whether you are eligible for an occupational disability benefit.

If there are no legal grounds that oblige us to provide your personal data to a third party, we will put this data at the disposal of the third party only after receiving your explicit consent. This would be the case for example if the medical officer consents to have your personal data shared with other care professionals as part of an intervention (such as by a psychologist).

Can I peruse the information about myself or correct it?

You have the right to peruse your personal data that we process. You can request to inspect your data in your personal occupational health file. You can also submit a request to receive an overview of your personal data that we process. Furthermore, you can request to change your personal data if in your opinion the data we have of you is incorrect. The privacy regulation of HumanCapitalCare describes how you can peruse or correct your personal data. In addition, the privacy regulation includes all the other rights that you have with respect to inspecting your personal data that we process.

More information?

If you want to know more about the processing of personal data, you can consult our privacy regulation. You will find this on the websites of HumanCapitalCare. This regulation includes contact details that you can use if after reading the privacy regulation you might still have questions.