

PRIVACY REGULATIONS

1. Introduction

The Personal Data Protection Act (PDPA) came into force on 1 September 2001. The PDPA replaces the Personal Data Files Act. The PDPA mentions how personal data should be treated. The PDPA enforces obligations on people who and bodies that process personal data.

2. Personal data

This includes all data that says something about a person: name, date of birth and address, personal identification mark, profession, medical dossier or reports.

2.1. Data subject

Data subject is he or she to whom the personal data applies: customers, principals, municipality, government, Employment Insurance Agency or similar.

2.2. Processing personal data

Processing means any action concerning personal data, from compiling to destroying, recording, ordering, saving, using, changing and providing information carried out by the principal.

2.3. Person responsible

This is the management of Alsare academy. It is responsible for how personal data is processed. The person responsible determines the objective and the means for processing personal data.

2.4. Administrator

Administration is carried out daily by those working for Alsare academy and therefore have daily responsibility for the personal data. No distinction is made between permanent staff, temporary staff and freelancers.

2.5. Processing objective

Alsare academy must, before commencing the processing of personal data, determine for which purpose this is intended. The compiled data may then only be used for this purpose or these purposes.

2.6. Maximum data

Alsare academy may only process data that is necessary to realise the described objective. This means the data that is minimally required to obtain a complete image of the data subject, in fact also the maximum of what is compiled.

2.7. Providing data to third parties

The personal data is exclusively provided to the client. This is discussed with the candidate during the interview (and possibly the client) and is laid down in the course agreement. During the same talk the data subject is asked for insight into relevant information as is laid down in dossiers.

2.8. Informing the data subject

The data subject must be able to find out what happens with his/her data. This is why he/she is informed about the objective of processing.

2.9. Protecting the data

The law lays down several conditions for the protection of personal data. These are the requirements of technical protection, however, organisational measures must also be taken to protect data against loss and misuse. The technical measure Alsare academy has taken is a computer and server protected with a password. The client relationship management is also protected and secured. The organisational measure is filing dossiers in (lockable) filing cabinets.

2.10. Keeping the data confidential

The PDPA also lays down that anyone who takes cognisance of personal data is obliged to complete confidentiality. The obligation of confidentiality means that you may not divulge the data you work with unless this is necessary for the execution of your tasks. This applies to all parties. The obligation of confidentiality is included in all employment contracts of Alsare academy.

2.11. Retention period

The compiled data is filed up to five years after ending the project, or as long as this is required for account checks. The data is then destroyed.

3. Rights of the data subject

The data subject's main rights are: Right to inspection

- The data subject has the right to ask Alsare academy which personal data is processed about him/her. Alsare academy then has to respond to this request within four weeks. The answer needs to meet specific requirements.

Right of rectification

- The data subject has the right to correct his/her data. This is possible if it is factually incorrect, incomplete or irrelevant for the objective it is processed for. Alsare academy then has to respond to this request within four weeks.

Right of objection

Apart from the right of rectification where the data subject can request to correct data because it, for instance, is irrelevant for the objective, the data subject can in certain cases object to the fact that Alsare academy processes his/her personal data. This is called the right of objection. The law, however, only allows the right of objection in certain cases. If the data subject can oppose this by virtue of the law, then this is only possible in relation to his personal situation.

It is therefore up to Alsare academy to assess whether it has good reason to continue the assessment, or to end the processing.