

Information about the collection and processing of personal data

In this sheet you can read about the personal data that is collected or generated (processed) when you use the assessment tools on www.fysiekebelasting.tno.nl of TNO ("Sites"). It also explains how your personal data is used and protected, what choices you have regarding your personal data and how to contact us.

What personal data do we collect?

When creating an account, we ask you to share certain personal data so that you can find and compare reviews that you have previously made. This personal data includes your:

- contact details, including name and email;
- login and account details, including password.

We collect additional data about the situations in which you conduct the assessments. We do this to gain insight into the users of the instruments and to be able to attune them as well as possible. This personal data includes your:

- company size (4 categories);
- function (from selection list);
- sector in which you perform the assessments (from selection list).

To assess the risks associated with VDU work, with the Better Behind your Screens (BAS) instrument, we collect characteristics of the work to assess the individual situation and provide feedback and advice for improvement. This personal data includes:

- information about work tasks and working hours;
- information about the workplace (setting options and input means);
- information about work pressure (autonomy, work pace, support).

Why and how do we use your personal data?

When you use our assessment tools, we will use the entered data to return the appropriate results and feedback of the assessment. We do this by automatically entering the given answers into calculation rules. The result is also automatically generated by the system, shown to you and saved in your account.

When you contact us via the contact form, we will use your details to contact you to help you resolve a problem or question.

We also use the data you provide to us to ensure that the range of instruments and information is as close as possible to the target group. For example, by sharing good practices of SMEs if it turns out that a large proportion of visitors work in SMEs.

Sharing your personal data

TNO shares your personal data with:

- Third-party service providers who process personal data on behalf of TNO, for example for hosting, management and maintenance of our data, distribution of e-mails, research and analysis. When we use third-party service providers, we make formal agreements in which they are obliged to take appropriate technical and organizational measures to protect your personal data.

Protection and management of your data

Encryption & Security

We use a variety of technical and organizational security measures, including encryption and authentication tools, to keep your personal data secure.

International transfer of your personal data

The personal data that we collect (or process) in the context of our assessment tools are stored exclusively in the Netherlands.

Retention of your personal data

Your personal data will be kept for as long as necessary to fulfill the purposes set out above. In general, this means that we keep your personal data for as long as your account lasts.

Your rights with regard to your personal data

You have the right to request:

- access to your personal data;
- an electronic copy of your personal data (portability);
- correction of your personal data if it is incomplete or incorrect;
- erasure of your personal data; where we have obtained your consent for the processing of your personal data, you have the right to withdraw your consent at any time.

If you have questions about your personal data or want to cancel your account, please use our contact form on the website.

Questions and Feedback

We welcome all your questions, comments and concerns regarding our privacy policy. If you would like to provide feedback, have any questions or wish to exercise your rights in relation to your personal data, please use our contact form on the website.