



Privacy statement

It is the policy of the Custodian to safeguard an individual's privacy in a manner consistent with Algemene verordening gegevensbescherming (AVG, GDPR).

- Custodian will safeguard all PII in its possession.
- Custodian will limit the collection of PII to only that which is necessary to accomplish an official purpose, administrative function, regulatory or statutory requirement, or to comply with other legal obligatory's.
- Custodian will not collect or use a Change to BSN (Burger Service Nummer) as a personal identifier in connection with any information system or database, unless the collection and/or use is authorized by law.
- Custodian will not disseminate or publish PII without the prior consent of the individual or unless provided for by law.
- Custodian will report as soon as practicable all incidents involving the security, loss, misuse or unauthorized disclosure of PII.
- Custodian will ensure prompt notification to individuals affected by a breach of sensitive PII (i.e., BSN, medical or financial information associated with an individual) commensurate with risk of harm to the individuals and consistent with the Custodian's breach notification procedures.
- Custodian will employ a risk-based approach to protect PII from unauthorized disclosure and misuse.
- Custodian's use of technology will support and not diminish the protections provided in statutes related to the use, collection and disclosure of PII.
- Custodian employees, managers, contractors and grantees working on behalf of
- Custodian will safeguard PII and follow Custodian procedures.
- Custodian will comply with applicable federal laws relating to privacy in its social media use.

Employees, managers, contractors and grantees working on behalf of Custodian will:

- Adhere to privacy rules of conduct and may be subject to all applicable penalties under the AVG.
- Each case will be handled on an individual basis with a full review of all pertinent facts;
- Comply with the provisions of the Privacy Act and Custodian regulations and policies pertaining to collecting, accessing, using, disseminating and storing PII and Privacy Act information;
- Ensure that PII contained in a system of records, to which they have access in the performance of their duties, is protected so that the security and confidentiality of the information are preserved;
- Not disclose any personal information contained in any system of records or PII collection, except as authorized;
- Access and use only information for which they have official authorization;
- Be accountable for their actions and responsibilities related to the information and resources entrusted to them;
- Protect PII from disclosure to unauthorized individuals;
- Protect the integrity of PII in their possession;
- Protect the availability of information and ensure appropriate access levels;
- Be knowledgeable of PII and Privacy Act policies, requirements and issues;
- Promptly report breaches of PII, unauthorized disclosures and system vulnerabilities in accordance with Custodian policies and procedures; and
- Be subject to the following consequences for non-compliance:
Employees may be subject to disciplinary action for failure to take appropriate action upon discovering a breach or for failure to take required steps to prevent a breach from occurring or re-occurring.