



De Heren Van Werk
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Privacy Statement – De Heren Van Werk

Chamber of Commerce (KvK) no. 76809803

Contact details

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Personal data processed by De Heren Van Werk

De Heren Van Werk processes your personal data because you use our services and/or because you provide this data to us yourself.

Below is an overview of the personal data that De Heren Van Werk processes:

- First name and surname
- Gender
- Date of birth
- Address details
- Telephone number
- Email address
- Any other personal data that you actively provide to us
- In addition, De Heren Van Werk may obtain personal data via third parties, such as your employer or another organisation or self-employed professional who engages us in connection with our services.

Purposes and legal bases for processing personal data

De Heren Van Werk processes your personal data for the following purposes:

- To be able to offer, deliver and invoice our services.
- To inform you about changes to our services and products.
- To create an account for you in our portal(s). See also the sections “Rapasso” and “Ixly”.
- To send our newsletter.
- To carry out marketing activities.
- To maintain our relationships.

Automated decision-making

De Heren Van Werk does not make decisions based on automated processing that could have (significant) consequences for individuals. This concerns decisions made by computer programs or systems, without any human intervention (for example, an employee of De Heren Van Werk).

How long De Heren Van Werk retains personal data

De Heren Van Werk does not retain your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected. Your data is retained for the duration of the agreement that De Heren



Van Werk has entered into with you and for a period of up to two years thereafter, unless the retention period must be longer under a legal obligation. In that case, the statutory retention period applies.

Disclosure to third parties

In order to deliver our services properly, De Heren Van Werk uses services provided by external software suppliers. In that context, personal data is shared with the parties listed below. Where these parties act as processors within the meaning of Article 4(8) of the General Data Protection Regulation (GDPR), written data processing agreements have been concluded with each of them in accordance with Article 28 GDPR. Personal data is only shared insofar as this is necessary for the processing purpose described in this privacy statement.

Rapasso (client management system)

De Heren Van Werk uses Rapasso, provided by X2User B.V. The client management system enables De Heren Van Werk to store, manage and, where necessary, securely share documents, appointments, emails, programmes, and reports with the client, the commissioning party and/or other involved parties. Rapasso is used for all types of programmes delivered by De Heren Van Werk.

Shared personal data: name, contact details, job title, employment details, education, career history, skills, mobility, job application activities, etc. In a second-track reintegration programme involving sickness absence, data about the absence is also recorded, such as the date of sickness notification and (partial) recovery notification(s), information about the progress of the reintegration programme, and—where required for statutory reintegration support—documents such as the Functional Abilities List (FML) and Labour Expert Assessment (ADO) and related information regarding fitness for work.

Legal basis: For the processing of ordinary personal data within all programme types, the legal basis is the performance of the services we provide under the services agreement concluded with the commissioning party, and/or the provision of guidance to the client (Article 6(1)(b) GDPR). Where, in the context of a second-track reintegration programme, special category personal data is processed—particularly data concerning the health and functional capabilities of the data subject—the processing is additionally based on Article 9(2)(b) GDPR (processing necessary for carrying out obligations in the field of employment and social security and social protection law) and Article 9(2)(h) GDPR (processing necessary for the assessment of the working capacity of the employee for purposes of reintegration), subject to appropriate confidentiality obligations.

Twinfield (online financial administration)

For its financial administration, De Heren Van Werk uses Twinfield, an online accounting platform developed by Wolters Kluwer Tax & Accounting. Twinfield enables De Heren Van Werk to process invoices, link payroll administration to the financial accounts, and prepare financial reports.

Shared personal data: name and contact details of employees, customers and/or suppliers (insofar as they are natural persons), bank account details, salary data and VAT numbers.

Legal basis: Processing is necessary for compliance with a legal obligation (Article 6(1)(c) GDPR), including the obligation to keep proper records within the meaning of Article 2:10 of the Dutch Civil Code and tax obligations, as well as for the performance of agreements to which the data subject is a party (Article 6(1)(b) GDPR).

Ixly (assessments and career development)

De Heren Van Werk uses the assessment platform of Ixly B.V., based in Utrecht. Ixly provides scientifically validated assessments in the areas of, among other things, personality, abilities, motivators and (professional) interests. These assessments are used for recruitment and selection, career advice, reintegration programmes and talent development.



Shared personal data: name, age, education or education level, email address, place of residence, date of birth, (email) correspondence, your actions within our applications (such as traffic, IP address and location data), and the outcomes of questionnaires and tests completed by the data subject focusing on competencies, intelligence, behaviour, motivators, personality and professional interests. For certain questionnaires, data relating to your vitality and health may be requested. Where this applies, this is clearly communicated in advance and your consent is requested separately.

Legal basis: Processing is based on the data subject's consent (Article 6(1)(a) GDPR). Consent is obtained unambiguously prior to the assessment. The data subject has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Basecone (digital document processing and invoice recognition)

For the digital processing of incoming invoices and other financial documents, De Heren Van Werk uses Basecone, a cloud-based scanning and recognition platform, also part of Wolters Kluwer. Basecone automatically recognises relevant information on invoices and other documents and links it to our accounting administration in Twinfield.

Shared personal data: name and contact details of suppliers and/or customers (insofar as they are natural persons), bank account details, invoice details and VAT numbers.

Legal basis: Processing is necessary for compliance with a legal obligation (Article 6(1)(c) GDPR) and for the purposes of the legitimate interests pursued by the controller in efficient financial administration (Article 6(1)(f) GDPR). Documents are stored for at least seven years, in accordance with the statutory tax retention obligation under Article 52 of the Dutch State Taxes Act (AWR).

Cookies, or similar techniques, used by De Heren Van Werk

De Heren Van Werk uses only technical and functional cookies and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies used by De Heren Van Werk are necessary for the technical functioning of the website and for ease of use. They ensure the website works properly and remember, for example, your preferences. We also use them to optimise the website. You can opt out of cookies by configuring your internet browser so that it no longer stores cookies. You can also delete any information previously stored via your browser settings.

On deherenvanwerk.nl we keep statistics via Google Analytics. This includes, for example, how people found our website and which pages are viewed most. For this purpose, a cookie is placed on your computer. This concerns purely analytical data, which we do not unnecessarily share with other Google services. Data is anonymised by Google Analytics and De Heren Van Werk does not provide it to third parties.

How De Heren Van Werk secures personal data

De Heren Van Werk takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you believe that your data is not properly secured or there are indications of misuse, please contact us at info@deherenvanwerk.nl.

Accessing, correcting or deleting data

You have the right to access, correct or delete your personal data. In addition, you have the right to withdraw any consent you may have given for data processing or to object to the processing of your personal data by De Heren Van Werk, and you have the right to data portability. This means that you can submit a request for the personal data that De Heren Van Werk has stored about you in a computer file to be sent to you or to another organisation specified by you.



You can send a request for access, correction, deletion, data portability of your personal data, or a request to withdraw your consent or to object to the processing of your personal data to info@deherenvanwerk.nl.

To ensure that the request for access has been made by you, De Heren Van Werk asks you to include a copy of your identity document with your request. In this copy, black out your photo, the MRZ (machine readable zone, the strip of numbers at the bottom of the passport), your passport number and your Citizen Service Number (BSN). This is to protect your privacy. We will respond as soon as possible, but in any event within four weeks, to your request.

Although De Heren Van Werk strives to handle your personal data carefully and correctly in accordance with the GDPR and this privacy statement, you may feel that we do not do so, or not sufficiently. We hope you will let us know. If we cannot resolve the matter together, you have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can contact the Autoriteit Persoonsgegevens via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

This privacy statement relates solely to the processing of personal data by De Heren Van Werk, and not to processing via third-party websites to which hyperlinks are included on the website deherenvanwerk.nl.

This privacy statement was last updated on 24 February 2026.