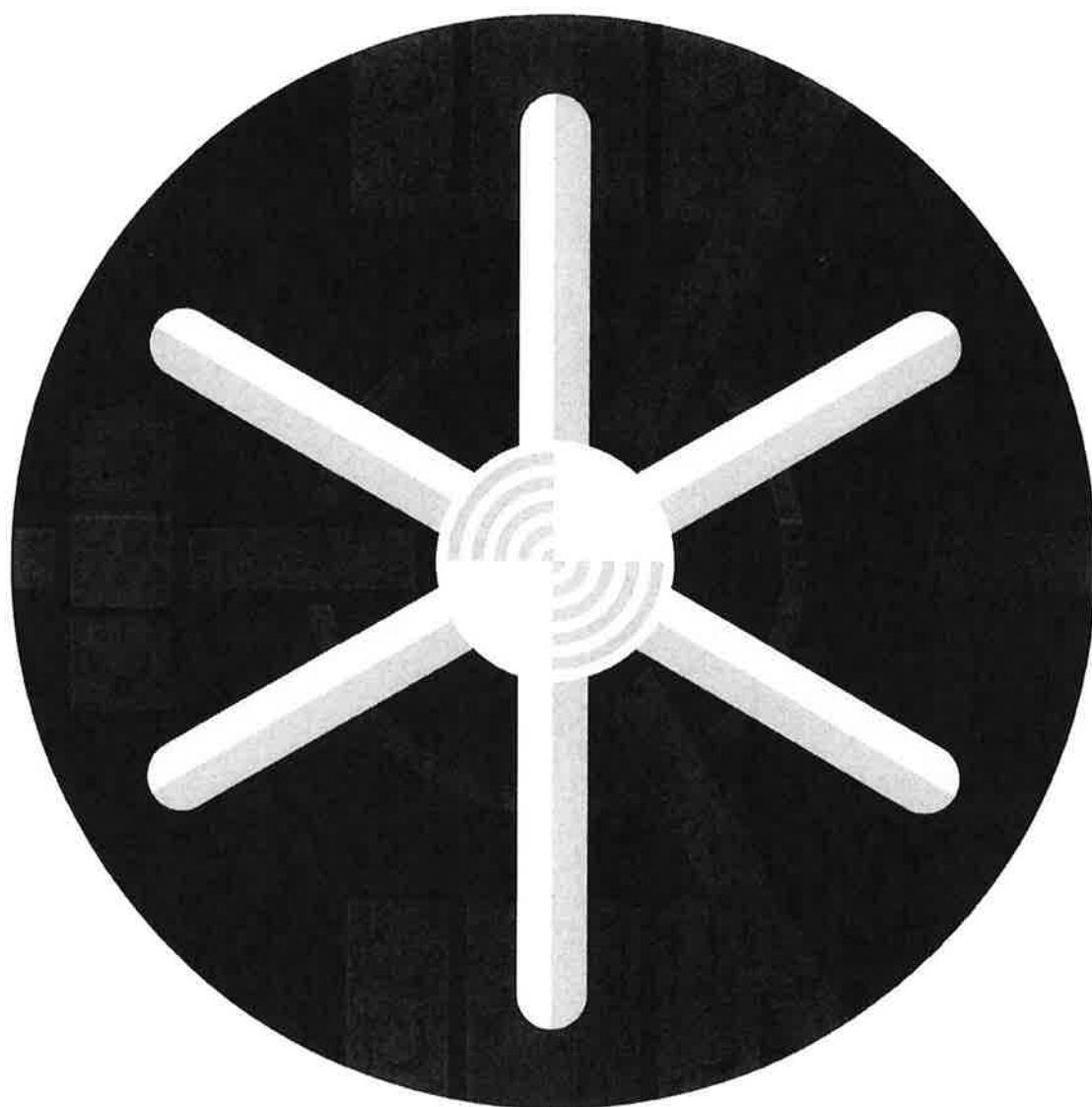


iNostix^{by}
Deloitte



Privacyverklaring
Onderzoek iNostix by Deloitte

Algemeen

iNostix by Deloitte hecht veel waarde aan de vertrouwelijke behandeling van de antwoorden van haar respondenten. De garantie dat de gegevens die men als respondent invult anoniem worden behandeld, is immers cruciaal voor een goede afloop van een onderzoek.

Het vertrouwen dat iNostix by Deloitte geniet van personen die meewerken aan onderzoek is cruciaal voor al onze activiteiten.

In deze privacyverklaring wordt op een heldere manier uiteengezet op welke manier wij omgaan met data die als vertrouwelijk of privacygevoelig bestempeld kan worden.

iNostix by Deloitte conformeert zich vrijwillig aan *de gedragscode van de internationale vereniging van marktonderzoeksbureaus, Esomar*.

De onderstaande regels werden opgesteld om u te garanderen dat wij zorgvuldig met gegevens omgaan. U kunt ons ten allen tijde aan deze regels houden.

Privacy van persoonsgegevens

iNostix by Deloitte hanteert *de meest strikte normen ter bewaking van de persoonlijke gegevens* van respondenten. iNostix by Deloitte respecteert de privacy van de deelnemers aan haar onderzoek in overeenstemming met de bepalingen van de Wet van 8 december 1992 op de Bescherming van de Persoonlijke Levenssfeer (gewijzigd door de wet van 11 december 1998 en 26 februari 2003 tot omzetting van de Europese richtlijn 95/46/EG van 24 oktober 1995 van het Europees Parlement en de Raad betreffende de bescherming van natuurlijke personen in verband met de verwerking van persoonsgegevens en betreffende het vrij verkeer van die gegevens). Alle verzamelde informatie zal uitsluitend in het kader van de doelstellingen van het onderzoek gebruikt worden. De gegevens worden geregistreerd in één of meer bestanden. Men kan steeds inzage vragen van deze data. Indien blijkt dat de informatie onjuist, onvolledig of niet (meer) relevant is, kan men om de verbetering of verwijdering ervan vragen. Daartoe kan men een schriftelijk verzoek met bewijs van identiteit richten aan iNostix by Deloitte, t.a.v. Jeroen Delmotte, Berkenlaan 8C, 1831 Diegem.

Dataverzameling en opslag

iNostix by Deloitte verzamelt op verschillende manieren (waaronder papieren en online enquêtes) gegevens over een breed scala van onderwerpen. iNostix by Deloitte zal de verzamelde informatie niet openbaar maken, verkopen, verhuren of delen met anderen zonder de expliciete toestemming van de respondenten. iNostix by Deloitte geeft geen gehoor aan verzoeken om de identiteit van respondenten of persoonlijke data openbaar te maken, tenzij zij daar rechtens toe verplicht is.

Wij respecteren de privacy en zullen de gegevens niet voor andere doeleinden dan onderzoek gebruiken en niet aan derden ter beschikking stellen zonder de toestemming. Deelname aan onderzoek is altijd op vrijwillige basis.

iNostix by Deloitte neemt alle zorgvuldigheid in acht als het gaat om de veiligheid van de gegevens. iNostix by Deloitte neemt de antwoorden (op enquêtes) onmiddellijk op in een databank. Als respondent zend u dus geen e-mail met uw antwoorden terug over het mailsysteem van uw organisatie, maar de gegevens worden *rechtstreeks opgeslagen in een databank op de iNostix by Deloitte servers*. Onderzoeksdata die worden opgeslagen, bevinden zich op interne servers achter een firewall of in een beveiligde webomgeving. De data hosting van enquêteresultaten zit bij strategische partner CheckMarket (<http://www.checkmarket.com>), die eveneens vrijwillig de gedragscode van de internationale vereniging van marktonderzoeksbureaus, Esomar onderschrijft.

Data linking

The identity of the respondents is usually known by iNostix by Deloitte as this is essential when sending out invitations and reminders. However, the login code and password received by each respondent is generated automatically by the system at the time the invitation is sent. The use of passwords and login codes is necessary to ensure that every employee will complete the survey only once and to allow respondents to temporarily exit the survey. Furthermore, login codes are essential to allow data (e.g. company details including background questions on the departments, functions, levels, seniority, etc.) to be linked to data from the survey (the questionnaire). With the exception of any personnel required for technical maintenance and data linking, no staff members of iNostix by Deloitte will have access to the e-mail addresses used. Only files that are entirely anonymous are submitted to the team of analysts. In addition, all employees at iNostix by Deloitte have signed a confidentiality clause.

Data processing and reporting

Technical security measures ensure that confidential information is only accessible to staff members of iNostix by Deloitte who are entrusted with the task of processing research data. All employees at iNostix by Deloitte have signed a confidentiality clause in their employment agreement, which ensures the protection of any confidential information. In some cases, research data are submitted via servers from suppliers of iNostix by Deloitte. In that case, those suppliers are contractually bound to observe the provisions of the present privacy disclaimer. The anonymity of each respondent is guaranteed by iNostix by Deloitte in several ways. First and foremost, individual results/data will never be reported/disclosed. All responses are treated as *strictly confidential*. Research results will always relate to all the employees who participated in the survey. Only *global scores* (aggregated format, processed data) will be reported. The client will *never gain access to any individual information submitted*. Secondly, the reporting systems used by iNostix by Deloitte only allow analyses *for groups of 10 employees or more*. No results are reported if the number of respondents for a particular survey is less than 10. Please refer to the examples below.

- **Example 1:** 12 respondents in department XYZ: 10 men and 2 women. This means: no report based on gender; only a global score for department XYZ.
- **Example 2:** 50 respondents in department XYZ: 35 men and 15 women. This means: a report based on gender plus a global score for department XYZ.

Privacy disclaimer in the questionnaire/online survey

Every agreement between iNostix by Deloitte and an organisation includes a clause that explicitly protects the *anonymity* of the respondents and the confidentiality of any processed data. This ensures that these matters are clear to all the parties involved prior to project implementation. Furthermore, the privacy disclaimer (see box) is displayed on each page of the questionnaire and can be accessed by the respondent at any time by clicking the 'practical tips and privacy' button at the bottom of the page.

We wish to emphasise that the privacy protection act of 8 December 1992 (as modified by the act of 26 February 2003) on the protection of individuals with regard to the processing of personal data is applicable to the entire survey. Any data collected will be used solely within the framework of the objectives of the research initiative. All data are recorded in one or more files. You may request access to any of the personal information that we may hold about you at any time. If you believe that personal information we hold about you is incorrect, incomplete or out of date, you may request this information to be corrected or deleted. Research results will always relate to all the employees who participated in the survey. Only global scores are reported. Individual data will never be included in reports.

Contact information

iNostix by Deloitte is located at Berkenlaan 8C, 1831 Diegem, Belgium.

If you have any more questions after reading our privacy disclaimer, please contact Jeroen Delmotte via e-mail at jdelmotte@deloitte.com. Alternatively, you can contact us via telephone at +32 486/51.12.10.

Privacy disclaimer

This privacy disclaimer has been drawn up in duplicate; both parties have received one copy; by way of confirmation thereof, each page of the present agreement was initialled and the agreement was signed in Diegem on/...../.....

For Organisation

First Name:

AELBRECHT

Surname:

GEERT

Function:

CHRO

Signature:

For iNostix by Deloitte

Jeroen Delmotte

Co-founder & scientific director

Signature:


Jeroen Delmotte
08/05/2018

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