# Instructions
Data Vault Manager

Instructions Data Vault Manager

1. Activate Data Vault Manager

We set up your account as a Data Vault manager with which you have to perform a number of actions in Xpert Suite. These actions can only be performed by the Data Vault Manager. When you log in, you will see the screen below. Here you will be asked if you want to confirm the agreement for the use of the Data Vault:

Note: the translation as seen below is only visible when you use English- based browser. XS does **not** translate these windows
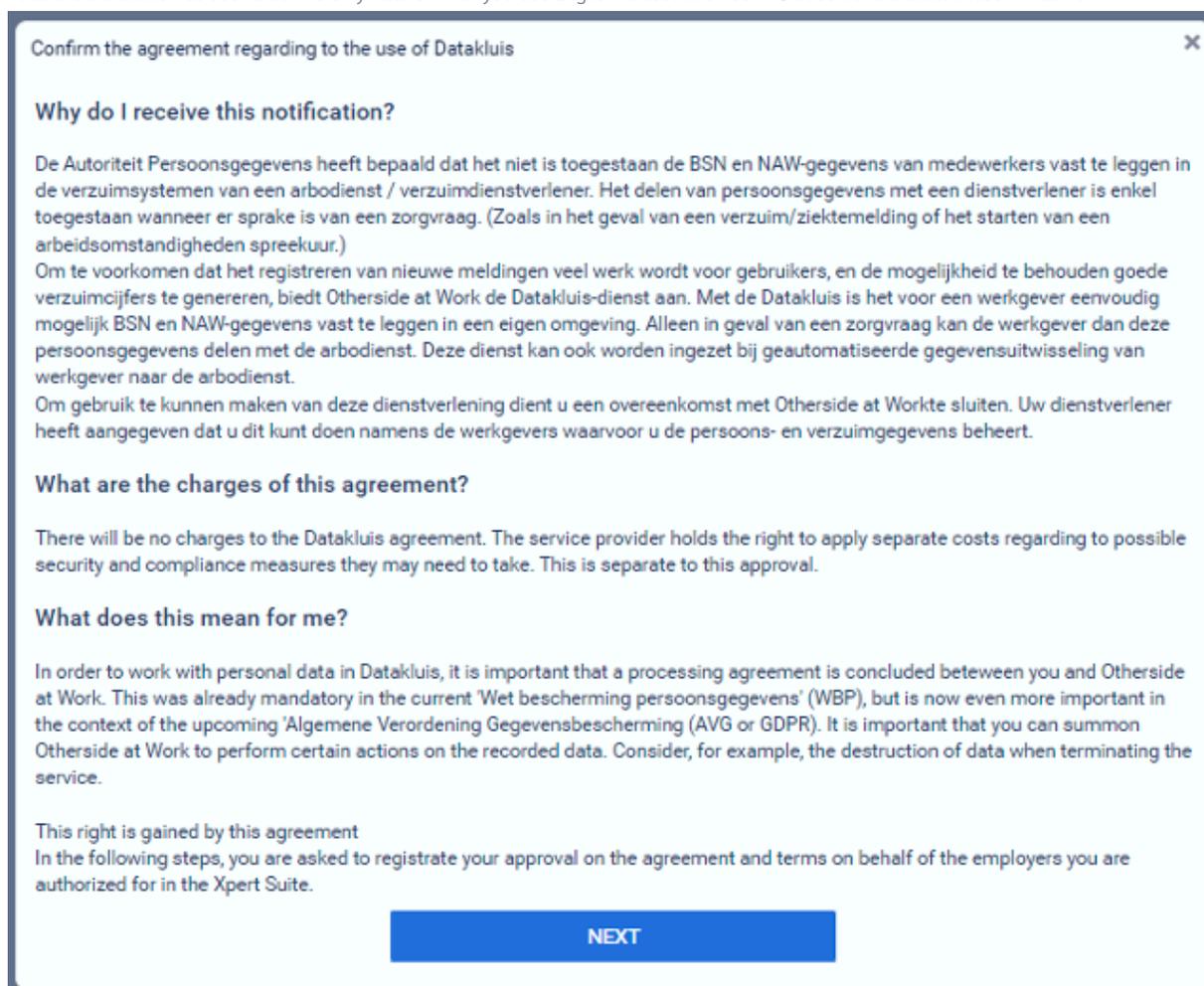
Confirm the agreement regarding to the use of Datakluis   ✕

Why do I receive this notification?

De Autoriteit Persoonsgegevens heeft bepaald dat het niet is toegestaan de BSN en NAW-gegevens van medewerkers vast te leggen in de verzuimsystemen van een arbodienst / verzuimdienstverlener. Het delen van persoonsgegevens met een dienstverlener is enkel toegestaan wanneer er sprake is van een zorgvraag. (Zoals in het geval van een verzuim/ziektemelding of het starten van een arbeidsomstandigheden spreekuur.)
Om te voorkomen dat het registreren van nieuwe meldingen veel werk wordt voor gebruikers, en de mogelijkheid te behouden goede verzuimcijfers te genereren, biedt Otherside at Work de Datakluis-dienst aan. Met de Datakluis is het voor een werkgever eenvoudig mogelijk BSN en NAW-gegevens vast te leggen in een eigen omgeving. Alleen in geval van een zorgvraag kan de werkgever dan deze persoonsgegevens delen met de arbodienst. Deze dienst kan ook worden ingezet bij geautomatiseerde gegevensuitwisseling van werkgever naar de arbodienst.
Om gebruik te kunnen maken van deze dienstverlening dient u een overeenkomst met Otherside at Workte sluiten. Uw dienstverlener heeft aangegeven dat u dit kunt doen namens de werkgevers waarvoor u de persoons- en verzuimgegevens beheert.

What are the charges of this agreement?

There will be no charges to the Datakluis agreement. The service provider holds the right to apply separate costs regarding to possible security and compliance measures they may need to take. This is separate to this approval.

What does this mean for me?

In order to work with personal data in Datakluis, it is important that a processing agreement is concluded between you and Otherside at Work. This was already mandatory in the current 'Wet bescherming persoonsgegevens' (WBP), but is now even more important in the context of the upcoming 'Algemene Verordening Gegevensbescherming (AVG or GDPR). It is important that you can summon Otherside at Work to perform certain actions on the recorded data. Consider, for example, the destruction of data when terminating the service.

This right is gained by this agreement
In the following steps, you are asked to registrate your approval on the agreement and terms on behalf of the employers you are authorized for in the Xpert Suite.

NEXT

- Click on 'Next'.
- In the screen shown below you will see the organization for which you have been authorized as a Data Vault Manager. This can be multiple employers within an organization:

Confirm the agreement regarding to the use of Datakluis ×

Datakluis has to be activated for the employer(s) below

Datakluis Birdy

NEXT

- Click on 'Next'.
- You will be directed to the screen below. Fill in the name of the authorized signatory at 'Naam rechtsgeldig vertegenwoordiger' and their email address at 'E-mailadres opdrachtbevestiging' and tick the box at 'Akkoordverklaring'. Subsequently, the agreement will be sent by email.

Confirm the agreement regarding to the use of Datakluis ×

Employee data	**Datakluis Birdy** Kasteel Brederodestraat 29 5037HG Tilburg	*If this information is not correct, please contact the provider
* Name legal representative		
* E-mailadress confirmation of order		
Document	The legal representative mentioned above, agrees to the service description (duty sheet) and the use of Datakluis as described in the documents below: Service description User agreement Datakluis Terms and conditions Otherside Security protocol Otherside	
Letter of agreement	☐ I hereby acknowledge that I have read and understood the terms and conditions as provided and agree to all of the terms regarding to the use of Datakluis.	

CANCEL   NEXT

- Click on 'Next'. You will be redirected to the screen below:

Bijster 11
4817 HZ Breda

Tel. 076 52 301 46
E-mail info@richting.nl

KvK 59392223
BTW NL853457165B01

IBAN NL06 RABO 0313889619
BIC RABONL2U

▶ www.richting.nl

![richting logo]

Confirm the agreement regarding to the use of Datakluis   ✕

You are purchasing Datakluis as described in the letter of agreement and the terms and conditions for the employer(s) below.

Employer

Datakluis Birdy
Kasteel Brederodestraat 29
5037HG
Tilburg

Legal representative
Pete Data Vault
E-mailadress confirmation of order
espie2004@live.nl

If the above information is correct, then confirm the agreement(s) and continue to the Xpert Suite.

⚠ **Note!** The conversion of the case-files to Datakluis takes place at night. From tomorrow, all your files will be in Datakluis.

BACK   **CONFIRM**

- Click on 'Confirm'.

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BTW NL853457165B01

IBAN NL06 RABO 0313889619
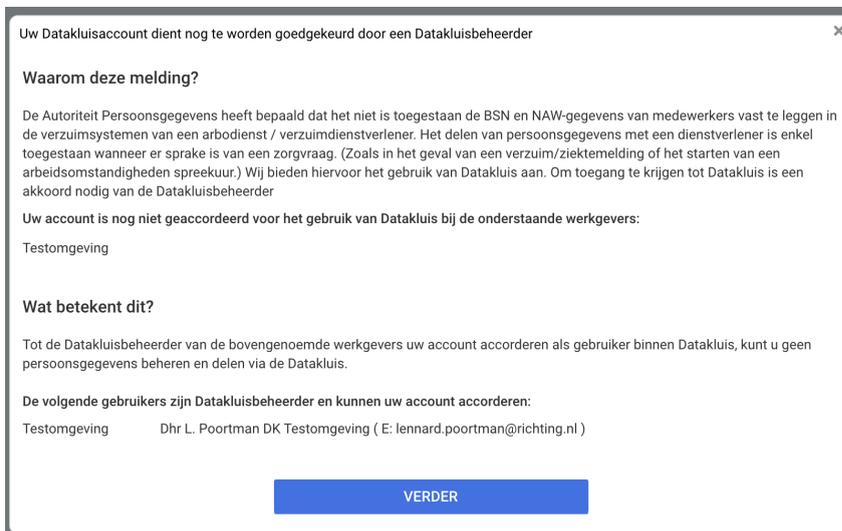BIC RABONL2U

▶ www.richting.nl

2. Give new users access

The following instructions explain how to give new users access to the Data Vault. Due to privacy, we are not authorized to give access to users.

- After you have activated the Data Vault, you will see a new button 'Datakluis Toegang' on the left side of the screen. Click on this button:
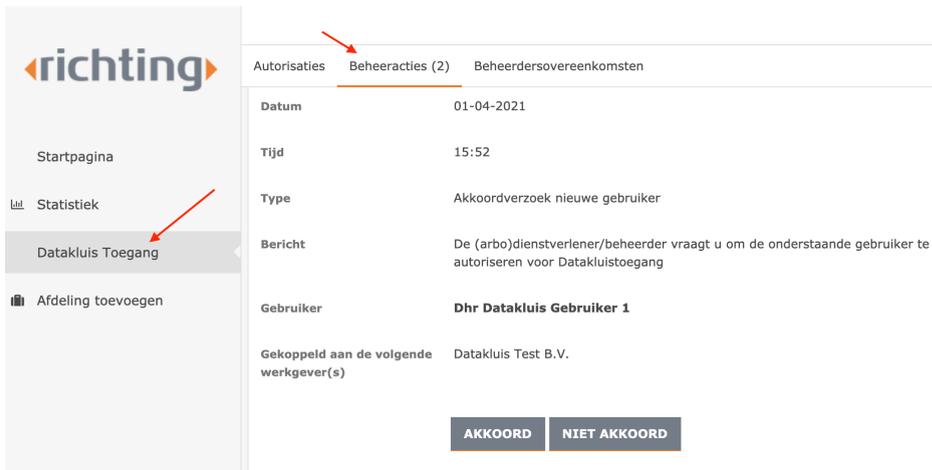
- Click on the tab 'Beheeracties'.
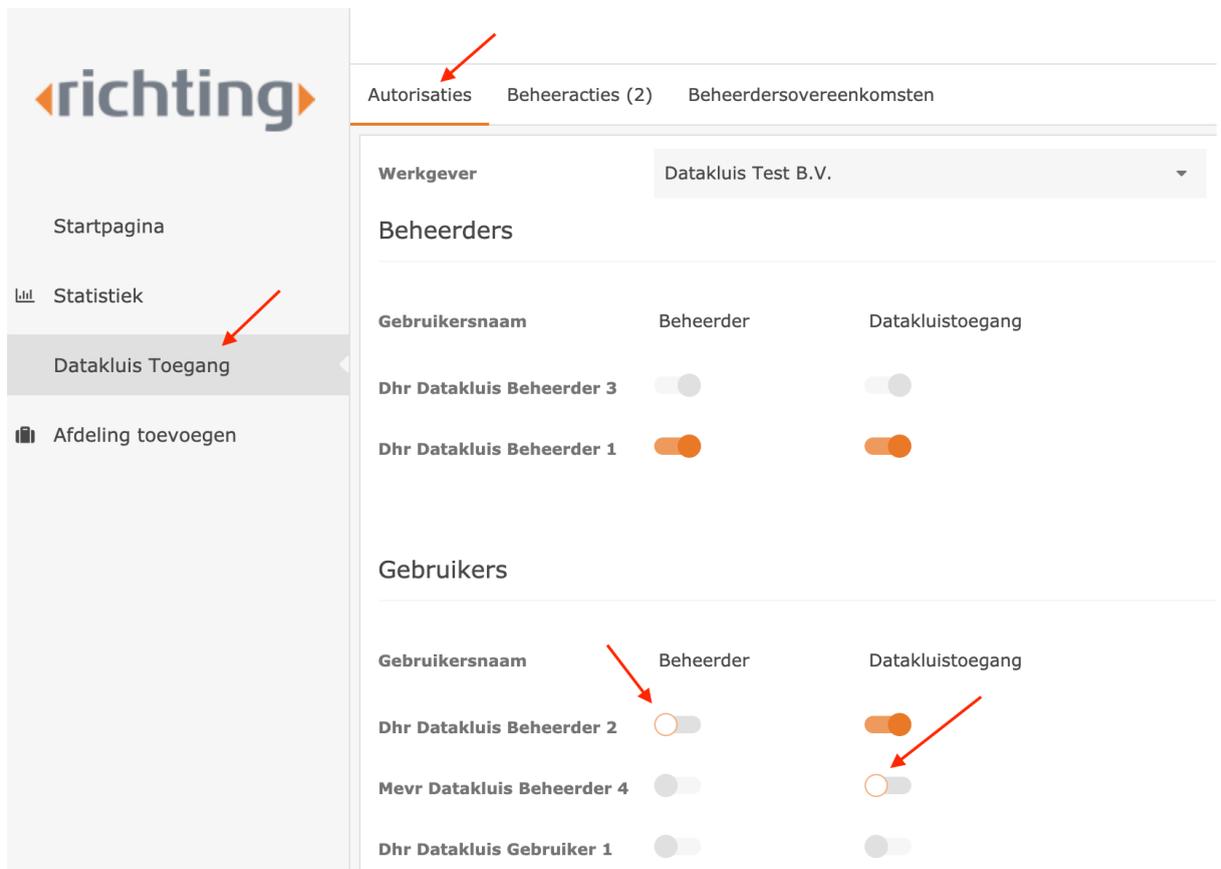- The screen below will appear which needs to be signed by the new user:

- Click on 'Verder'.

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BIC   RABONL2U

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3. Revoke rights

It is possible to revoke an employee's rights, for instance when an employee leaves the organisation. Important: In the event that you fall ill or are absent, make your substitute a Data Vault Manager as well. This is necessary because of the fact that we are unable to assign these rights during your absence.

- Click on 'Datakluis Toegang'.
- Go to the tab 'Autorisaties'. You can change the permissions using the bartool:

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