

Handling personal data

What is allowed and what is not?

What can and can't you as an employer do with your employees' personal data?



Do's

1 Ask your employees for **permission** to copy or scan their ID document as soon as they are hired.

2 You are (sometimes) **required by law** to disclose personal data of your employees to **other organizations** when necessary, such as to the Tax Authority, or to social-security authorities in case of a long-term illness.

3 If an employee of yours is **involved in a criminal case**, you are required by law to disclose his or her personal data to the authorities involved.

4 Any copies or scans containing personal data should be kept in a **secure environment**.



Don'ts

1 You are not allowed to keep your employees' **personal data indefinitely**. You should keep in mind the purpose for which it is processed and the reason why such processing is necessary.

2 Inform your employees **clearly and in a timely manner** that their personal data is being used and how it is used.

3 You should either **correct** or **remove** any personal data of your employees that is **no longer accurate**.

4 You are not allowed to collect **any personal data without a justified interest**.



Handling personal data

What is allowed and what is not?

What can and can't your employer do with your personal data?



Do's

- 1** Your employer may ask to **copy or scan** your ID for **salary-administration** purposes. Your consent is required.
- 2** Make sure to always carry a valid ID, including at work.

- 3** Your employer must keep your **wage-tax declaration** for a minimum of 10 years after you leave employment.
- 4** You may ask your employer to either **correct** or **remove** any data of yours that is **no longer accurate**.



Don'ts

- 1** Your employer may **not disclose your personal data** to other organizations unless **necessary**, such as to the Tax Authority for taxation purposes or to social-security authorities in case of your long-term illness.

- 2** **Always be critical** about the use of your personal data, also by your employer.
- 3** Your employer **is not allowed to keep your personal data indefinitely**.
- 4** Your employer is not allowed to process **any of your personal data** at will. There must be a **justified interest**.