

Explanatory Note of the Contact Person Authorization Form

The legal guideline

Mepros Bedrijfsgezondheidsdienst B.V. is a certified occupational health and safety service and processes confidential and/or medical data of affiliated organizations and their employees on the basis of legal guidelines. These legal guidelines also apply to contact persons who process data and maintain contact with Mepros. The enclosed authorization form specifies that the contact person may act on behalf of the affiliated organization for the processing of confidential data.

Secured environment

Confidential personal data may only be processed in an environment secured by multi-factor authentication. Authorized contacts will be granted access to this automated system.

Extent and duration of powers

The authorization to process and receive data can be limited to one or more departments and can be granted for a temporary or as yet unlimited period and can be withdrawn at any time by the contact person, employer or Mepros Bedrijfsgezondheidsdienst B.V.

Multiple contact persons

If a company has several contact persons, it is important that the contact persons agree with each other how this information is to be shared internally and tally with one another who carries out which tasks. For example, it may be agreed within the organization that the HR officer maintains contact with Mepros in first instance, with a substitution role for a department manager during his or her absence or vacation periods. Result letters, appointments, conversations and other notes are recorded in the automated system. In this way, the contact persons are kept informed of which agreements have been made.

Right of Inspection Employee

It is of great importance for the contact person to consider that an employee is allowed to view all data entered by the employer in his or her file and can actually see this via an employee portal.