

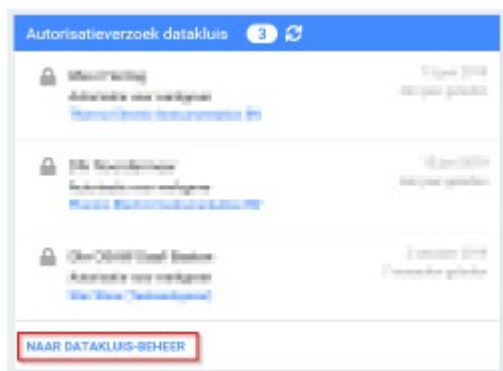
Managing the Data Vault

Approve Data Vault Administrator

A Data Vault Administrator can only be authorized by the current Data Vault Administrator. The Data Vault Administrator can manage authorizations for the Data Vault through Data Vault Management.

Step 1: Open Data Vault Management.

Data Vault Management can be opened by clicking on "Go to Data Vault Management" in the Data Vault Authorization Request widget.



On the Management Actions tab, Data Vault access can be marked as Approved or Not Approved.



Step 2. The Authorizations tab.

The Authorizations tab shows the names of Administrators and Users per employer.



The authorization is displayed next to the name:

- Administrator = User is a Data Vault administrator.
- Data Vault access = User has access to the Data Vault.

Datakuis

Autorisaties Beheeracties (7) Beheerdersovereenkomsten

Werkgever: Werkgever 16

Beheerders

| Gebruikersnaam | Beheerder | Datakluistoegang |
|----------------|-------------------------------------|-------------------------------------|
| Werkgever 16 | <input type="checkbox"/> | <input type="checkbox"/> |
| Werkgever 16 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Werkgever 16 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Werkgever 16 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Gebruikers

| Gebruikersnaam | Beheerder | Datakluistoegang |
|----------------|-------------------------------------|-------------------------------------|
| Werkgever 16 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Werkgever 16 | <input type="checkbox"/> | <input type="checkbox"/> |
| Werkgever 16 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Werkgever 16 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The following options apply:

- Granted authorization; in the example above, shown in blue.
- Authorization pending; in the example above, not selectable/grayed out (for example, the first administrator).
- Authorization not approved; in the example above, under Data Vault access, not in blue.

If an authorization is not approved, the user for whom the request was made will still be visible in the authorization overview. This allows for the possibility of granting authorization later if desired. Users whose Data Vault access is denied will remain visible within the Data Vault authorizations. These are always active users. Inactive users are not visible here. In the process, Data Vault users must always first submit a Data Vault request, which can then be approved or denied. If denied, these individuals will remain in the overview without authorization.



Step 3. Authorizing a successor when the position ends.

It is important that the current Data Vault administrator authorizes a successor when the position ends. This is part of the handover process. If this has not been done, a request can be submitted to the Xpert Desk of Otherside at Work via the email address xpertdesk@othersideatwork.nl. This request must come from an employer and not from an occupational health service provider.

Note: For authorizing a new Data Vault administrator through the Xpert Desk, we charge 1 SDE.

Note: An employer user cannot submit a request to become the new Data Vault administrator. In line with GDPR and the four-eyes principle, this request must always come from a manager of the user or a member of the executive board.

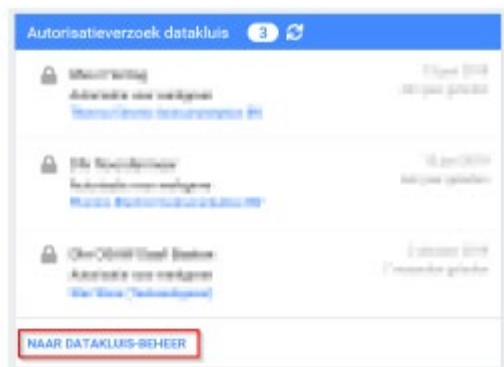
If the request comes from a member of the executive board, we will need an extract from the Chamber of Commerce (KVK) to verify this.

What can a Data Vault administrator do that a user cannot?

Only a Data Vault administrator can perform Data Vault management via Data Vault Management. This includes:

- Managing authorizations: authorizing users for Administrator or Data Vault access.
- Management actions: approving a new user request.
- Viewing administrator agreements: viewing sent administrator agreements.

Data Vault Management can be accessed by clicking "Go to Data Vault Management" in the Data Vault Authorization Request widget.



In the Data Vault window, you can choose from the tabs Authorization, Management Actions, and Administrator Agreements. From these tabs, the respective management functions can be performed.

