

PRIVACY POLICY DUALCAREERTOOLS.COM

Dear user,

Welcome to DualCareerTools.com (hereinafter “DCT”).

DCT provides its users the possibility to register (i.e. create a personal profile) and -after registration- participate in three questionnaires. Your registration and participation in the questionnaires are voluntary and you are therefore not obliged to register nor participate. If you do not wish to create a profile or complete a questionnaire, this will not have any (negative) consequences. However, please note that it is not possible to complete a questionnaire without registering.

You can ask DCT questions any time if something is not clear (see contact details below). Please take all the time you need to decide whether or not you want to join DCT and participate in its questionnaires. You can quit DCT and/or stop your participation in a questionnaire at any time and you do not have to provide a reason for this. You can also decide to delete your data by clicking ‘Delete this report’ and/or ‘Delete all of my data’ in the ‘Profile’ section. Your personal data will remain strictly confidential and will only be used for research and/or educational purposes.

Below you can find more information about DCT and how it will proceed. If you want additional information, you can contact DCT.

DCT is a product of the central university dpt. Topsport en Studie of the Vrije Universiteit Brussel, and is developed as part of the Erasmus+ Sport project ‘Be a Winner in elite Sport and Employment before and after athletic Retirement’ (B-WISER). The research using DCT is conducted and led by prof. dr. Paul Wylleman and dr. Koen De Brandt, dpt. Topsport en Studie, Vrije Universiteit Brussel.

Contact details

Dienst Topsport en Studie
Vrije Universiteit Brussel (VUB)
Pleinlaan 2, 1050 Brussel
E-mail: topsport.studie@vub.be

Course and purpose of DualCareerTools.com

DCT is an online platform that hosts three academically verified self-assessment tests that aim to assist active athletes, former athletes, and dual career support providers to better understand their competencies required for:

- a successful dual career in sport and education
- a successful transition to the job market
- providing quality support to athletes in a dual career

The results from these tests will be used for scientific and/or educational purposes (e.g. validation of the competency frameworks; publications; teaching; counselling) that aim to contribute to the optimization of our services to athletes and their support providers.

Instructions for using DualCareerTools.com

After registration, you can choose from three self-assessment tests (questionnaires). You can complete each questionnaire as many times as you want. It takes about 10 minutes to complete one questionnaire. After completing the questionnaire, you will receive a digital report of your competencies with step-by-step instructions for interpretation and reflection. You are not obliged to complete the reflective questions in order to proceed in the report. You can save a PDF of your personal report, and have the possibility to complete the reflective questions afterwards (in the PDF and/or in a printed version). Each report (i.e. a finalized questionnaire) will be saved to your personal profile. You can decide to share your personal report(s) with others. Note that if you decide to share your report with others, this cannot be made undone. DCT also offers a 360° evaluation feature: you can ask others to evaluate your competencies and/or others can ask you to evaluate their competencies. Invited users will receive an invitation by email from DCT to register and complete the questionnaire for others. After finishing the evaluation, users have the possibility to share the report with the inviter. DCT also gives you the possibility to upload a short video to your profile in which you reflect on your own competencies. You can find more information on the processing of video footage below.

Risks/distress

There are no anticipated risks of using DCT. If, however, the questions we ask trigger reflection in a way that causes some issues, you can ask us for additional support. DCT is not liable for (direct or indirect) damage as the result of use of DCT. The personal reports reflect the perceptions of the users which they themselves have provided. The reliability of the personal reports corresponds to a great extent with the interpretation, motivation, personal insight and honesty with which the user has answered the questionnaire(s).

Privacy and confidentiality

DCT will collect personal data from/about you. The data you provide are given on a voluntary basis and will stay confidential. Confidentiality is guaranteed since your answers will never be disclosed on an individual basis nor will any identifying information be disclosed. The dpt. Topsport en Studie is responsible for storing and processing these personal data correctly and has an obligation to inform you about it. For this reason, we draw your attention to the fact that we will collect personal data from/about you (i.e. name, email, nationality, gender, age, sport background, study background, employment, perceptions of and reflections on your competencies, video footage).

First of all you must know that we as researchers have an obligation of confidentiality in regard to the data that are collected.

Secondly, your personal data will be processed in accordance with the principles imposed by the new European General Data Protection Regulation (GDPR or AVG) that has been in force since 25 May 2018. The dpt. Topsport en Studie is responsible for processing your personal data correctly and the VUB acts as the controller of the personal data.

Your personal data is collected and processed in the context of DualCareerTools.com. The collection and processing of your personal data is only possible if you give your explicit consent. You give your consent by clicking 'I accept the privacy policy'. We may only use your personal data for scientific or educational research purposes.

If we intend to further process your personal data for a purpose other than that for which the personal data were collected (for example: the use of video footage for promotional use of the DCT webpage), DCT will provide you prior to that further processing with information on that other purpose and will explicitly ask for your consent.

You have the right to check and correct the data collected about you. If you want your data to be erased you can do that by clicking 'Delete this report' and/or 'Delete all of my data' in the 'Profile' section. If you have any questions please contact DCT. However, the removal of the data may no longer be possible if it has been processed in analyses. Nevertheless, no personal information will be included at that stage and it will not be possible to identify your input.

To guarantee your privacy, your data are protected as strictly as possible. Your individual data will only be viewed by the dpt. Topsport en Studie and the data will not be shared with other institutions. The data is stored for 10 years. Then they are deleted.

In case we intend to share your personal data with third parties (e.g. when a coach requests a group analysis), DCT will personally contact you prior to that sharing of information and will explicitly ask for your consent.

If you have further questions about your rights and the processing of your personal data, you can always contact the Data Protection Officer of the VUB: dpo@vub.be.

Finally, you also have the right to submit a complaint about how your personal data are processed. You can do this at the Belgian Data Protection Authority (GBA), that is responsible for enforcing data protection legislation.

More information about how your personal data will be processed in accordance with the principles of the General Data Protection Regulation (GDPR) can be found in the appendix below. If you have additional questions, do not hesitate to contact DCT.

Dpt. Topsport en Studie, owner of DualCareerTools.com

We, the researchers of the dpt. Topsport en Studie, declare that we have provided the required information about the use of DCT in the information document to the (potential) users of DCT.

We confirm that no pressure has been exerted on the user to have him / her consent to use DCT and we are willing to answer any additional questions.

We confirm that we work in accordance with the ethical principles as stated in "The Code for Scientific Research in Belgium" and the ethical principles within our specific research discipline.

We confirm that we work in accordance with the legal obligations regarding the correct processing of personal data as stated in "General Data Protection Regulation (GDPR).

Dpt. Topsport en Studie, represented by
Prof. dr. Paul Wylleman Dr. Koen De Brandt
16/04/2019

User

I declare that by reading this information document I'm informed about the purpose, duration, potential benefits and risks of using DCT and that I know what is expected of me.

I have had enough time to think and I have been able to contact DCT with all the questions that have come to mind and I have received a clear answer to my questions.

I understand that my use of DCT is voluntary and that I'm free to stop using DCT at any time without having to give a reason.

I understand that by using DCT personal data about me will be collected and that the dpt. Topsport en Studie ensures the confidentiality of these data in accordance with the relevant Belgian and European privacy legislation (Cf. AVG or GDPR)

I agree to the processing of my personal data in accordance with the modalities described in the "Privacy and confidentiality" section.

I agree to use DCT by clicking "I accept the Privacy Policy" on the registration page, and I am informed that I can save a copy of this information and consent form (Cmd + P; or Ctrl + P).

Appendix

Concerning the obligation of confidentiality: this means that the researcher, for example in the context of a publication or conference, will never reveal your name or other information that might identify you. Individual results are never published.

Concerning the protection measures:

- The data and results that are collected about you are not anonymous in the first phase, therefore the researcher converts them into codes or categories as quickly as possible. This means that a second data set is created. Only the dpt. Topsport en Studie has access to the key of this code and therefore to the non-anonymous data. This ensures that only the dpt. Topsport en Studie can link this data to you as a person.
- Your data is additionally stored on a secure SharePoint. This is an online platform that is highly secured and has strict access conditions. Your data will not be saved on the personal computer or on a USB stick of the researcher and will never be emailed.

Concerning the contact details of the Data Protection Authority (GBA):

Drukpersstraat 35,

1000 Brussel

Tel. +32 2 274 48 00

e-mail: contact@apd-gba.be

Website: www.gegevensbeschermingsautoriteit.be

Intellectual property

DCT is a product of the central university dpt. Topsport en Studie of the Vrije Universiteit Brussel, and is developed as part of the Erasmus+ Sport project 'Be a Winner in elite Sport and Employment before and after athletic Retirement' (B-WISER). The European Commission's support for the production of DCT does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. You agree to refrain from copying, altering or using DCT or parts of the website (including but not limited to the text, lay-out, brands, logos, trademarks, graphic elements, illustrations, software, database) for any purpose other than the intended purpose in any way whatsoever.