



Dear Sir/Madam,

As a professional organization, we treat sensitive information about our clients and relations confidentially. That is why we want to communicate personal data, reports, files, and other sensitive information securely. This is necessary because the current channels, such as regular email, fax, or regular mail, are vulnerable.

Ipse de Bruggen and WMO Maatwerk sends secure emails via Zivver

Starting November 22nd, Ipse de Bruggen and WMO Maatwerk will use Zivver to securely send you emails and exchange files with you. Zivver ensures that all confidential information is delivered securely and encrypted. You can be certain only you, as recipient, can read this information.

How will you notice the use of Zivver?

You will receive a secure message with confidential information via regular email. This email contains a link to a secure environment. Here, you will have to enter an SMS code or access code in order to read the message. If the message is secured with an access code, you will receive this code from the recipient in a separate message (for example by phone, personally, or in a letter).

Inform us of changes in your email address and phone number!

It is very important that you immediately inform us of changes in your email address or mobile phone number. That way, we can keep communicating securely with you. Please inform your contact within Ipse de Bruggen or WMO Maatwerk when such changes occur.

By choosing Zivver, our clients and relations can be certain that we treat their privacy carefully. For more information about Zivver, please go to www.ipsedebruggen.nl/veiligmailen or www.wmomaatwerk.nl/veiligmailen .

Kind regards,

Ipse de Bruggen and WMO Maatwerk



Additional information for recipients of a message that was sent via Zivver

Ipsede Bruggen and WMO Maatwerk use Zivver for sending privacy-sensitive information securely

We will use Zivver to securely send sensitive information. This way, we can guarantee that we send sensitive information using the latest security and that no one but you can read the contents of the email.

How can you access a securely sent message?

Did you receive a secure email from Ipsede Bruggen or WMO Maatwerk?

1. You can open this message by clicking the blue link that says 'Click for message'. When you do, the secure Zivver environment will automatically open.
2. To access the message, you have to insert an access code or an SMS code.

At www.ipsedebruggen.nl/veiligmailen and www.wmomaatwerk.nl/veiligmailen you will find two short video's, which will show you how to open a message with an access code or SMS code.

Opening a message with an access code

You have received a secure message. The person sending you this message wants to be certain that only you can read it. That is why the sender has given you an access code via regular mail, by phone, or in person. Click '**Click for message**' and insert this access code. You can now read the message. Haven't you received an access code? If so, contact the sender.

Opening a message with an SMS code

You have received a message that is secured with an SMS code. The person sending you this message wants to be certain that only you can read it. Click '**Click for message**' and then click 'Send SMS'. Insert the code that you have received on your phone. You can now read the message.

Want to respond to an email that was sent via Zivver?

You read the message that was sent via Zivver on a secure web page. If you want to respond to the message, you can do so on this page. Click 'Reply'. You can type your message in the editor window. You can also add attachments if needed using the 'Add attachments' (paper clip) button. Click 'Send' to send your reply. When the recipient of your message responds, you will receive another notification message.

Want to change your access code or switch to an SMS code?

Inform your contact about your wish and in case you want an SMS code, tell your mobile phone number. Your contact can change this.

Inform us of changes in your email address and phone number!

It is very important that you immediately inform us of changes in your email address or mobile phone number. That way, we can keep communicating securely with you. Please inform your contact within Ipsede Bruggen or WMO Maatwerk when such changes occur.