

Privacy Statement

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The Netherlands

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University
Rotterdam

Erasmus

PRIVACY STATEMENT LEIDEN-DELFT-ERASMUS CENTRE FOR EDUCATION AND LEARNING

Leiden-Delft-Erasmus Centre for Education and Learning values the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data. We will make any effort to ensure your privacy and therefore handle personal data with care. The Leiden-Delft-Erasmus Centre for Education and Learning is in all cases subjected to the applicable laws and regulations, including the General Data Protection Regulation. This implies the following:

- Processing your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;
- Processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- Ask for your explicit permission if we need that for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Not transmitting personal data to other parties, unless this is necessary for the purposes for which they were provided;
- To be aware of your rights regarding your personal data, to point this out and to respect them.

As Leiden-Delft-Erasmus Centre for Education and Learning we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, this can be done via the following contact details:

Leiden-Delft-Erasmus Centre for Education and Learning
Van Maurikbroekmanweg 6
2628 XE Delft
info@educationandlearning.nl

FOR WHAT PURPOSE AND ON WHAT BASIS DO WE PROCESS PERSONAL DATA?

Your personal data will be processed by Leiden-Delft-Erasmus Centre for Education and Learning for the following purposes:

- To be able to call or send e-mails if necessary to carry out our services;
- Sending newsletters and invitations;
- For the above purposes, we may request the following personal information from you:
 - First and last name;
 - Phone number;
 - E-mail address;
 - Other personal data that you actively provide, for example by signing up for the newsletter, in correspondence and by telephone

THIRD PARTIES

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes. For example, we use a third party for:

- Taking care of the administration;
- Taking care of our newsletters and invitations.

We never pass on personal data to other parties with whom we have not entered into a processor agreement. With these parties (processors) we of course make the necessary agreements to ensure the security of your personal data. Furthermore, we will not provide the data you provide to other parties, unless this is legally required and permitted. An example of this is that the police could request (personal) data in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission in writing.

We do provide personal data to parties which are located outside the EU for execution of the above described purposes like Mailchimp and Google (Analytics).

Mailchimp and Google are based in the United States. This is not regarded as a country with an appropriate level of security. However, both Mailchimp and Google are certified for the EU-US Privacy Shield. On that basis, it is legally permitted to share personal data with them.

MINORS

We only process personal data of minors (persons younger than 16 years) if written permission has been given by the parent, caregiver or legal representative.

DATA STORAGE

The Leiden-Delft- Erasmus Centre for Education and Learning does not store personal data longer than necessary for the purpose for which it was provided or required by law.

SECURITY

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who are able to access your data on behalf of Leiden-Delft-Erasmus Centre for Education and Learning are obliged to maintain their confidentiality;
- We use an authentication policy on all our systems;
- We use a pseudonym and ensure the encryption of personal data if there is reason to do so;
- We back up the personal data in order to be able to recover it in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

RIGHTS ABOUT YOUR DATA

You have the right to inspect, rectify or delete the personal data we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to receive your own data provided by you or have it send directly to another party. We can ask you to identify yourself before we can comply with the aforementioned requests.

COMPLAINTS

If you have a complaint about the processing of your personal data, we ask you to contact us directly via info@educationandlearning.nl. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection