

## PRIVACYSTATEMENT

### 1. Introduction

In this privacy statement we explain which data will be processed if we have, want to have or have had a business relationship with you. We also explain why and for how long we process your data and what your rights are regarding each processing. In addition, we also provide information about collaborative parties and our security policy.

We believe it is important that our services are reliable and transparent. We therefore handle your personal data discreetly and carefully and we ensure that every processing of your data complies with applicable laws and regulations.

### 2. Responsible for the processing of the personal data

The responsible party is:

Stichting Wervingsdagen Technische Universiteit  
Eindhoven De Lampendriessen 31  
5612 AH Eindhoven  
[+ 31 \(0\)40 24 74 999](tel:+31402474999)  
[info@wervingsdagen.nl](mailto:info@wervingsdagen.nl)

### 3. Privacy Manager

We have appointed a Privacy Manager. That is not a “data protection officer”, as mentioned in Article 37 of the GDPR. However, this is someone who ensures that your data is processed in accordance with the law. The activities of the Privacy Manager include supervising and handling questions and complaints. The contact details of our Privacy Manager are:

**Julie den Hartog**  
[privacy@wervingsdagen.nl](mailto:privacy@wervingsdagen.nl)  
[+ 31 \(0\)40 24 74 999](tel:+31402474999)

### 4. The personal data we process

Depending on your relationship with our organization and the purpose for which we process data, we record (always some of) the following data:

- a. First- and last name
- b. Gender
- c. Date of birth
- d. Birthplace
- e. Address
- f. Phone number
- g. E-mail address
- h. Nationality
- i. Function
- j. Bank account number
- k. Information about courses or trainings
- l. Information about the function of visitors
- m. Information about previous participation
- n. Information about time, arrival and departure
- o. Data and images made during a visit to our events

- p. Curriculum vitae
- q. Campus card number
- r. Student number
- s. Begin- en end year study
- t. Native language

As well as in specific cases the following particular and / or delicate personal data:

- a. BSN-number
- b. Dietary wishes
- c. Data from people under the age of 16

5. For what purpose and on what basis we process personal data.

We process your personal data for the following purposes:

- a. Financial administration
- b. Processing and executing assignments
- c. Organizing (customer)events
- d. Sending newsletters or mailings
- e. Execute applicants (vacancies-candidates) administration
- f. Conducting a visitor registration
- g. Monitoring website visits

The processing grounds are those as referred to in Article 6 of the GDPR (consent, agreement or legitimate interest).

6. Automated decision making

We do not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without involving a person (for example, one of our employees).

7 How long we keep the personal data

In general, we do not store your data longer than necessary for the purposes for which we collected your data. The retention period may differ from case to case. An example is that we have to keep a number of documents for a minimal period for tax- or administration purposes. In such cases, we will only keep the information necessary to fulfill our legal obligations. After the legal retention periods, we will delete or anonymize your data.

8. Sharing personal data with third parties

We do not share your personal data with third parties, unless this is done in the context of executing an agreement with you and to comply with any legal obligation. Insofar as these third parties are to be regarded as processors, we have concluded a processing agreement, which includes security, confidentiality and your rights. We remain responsible for the processing operations.

We engage third parties in the above manner and grounds for the following categories of processing

- a. Financial administration
- b. Organizing (customer)events
- c. Monitoring website visits

9. Cookies, or similar techniques, that we use

We use cookies on our website. This is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit the website.

We use the following cookies:

- a. Cookies with a purely technical functionality. These ensure that the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to make the website work properly and optimize it.
- b. Cookies that track your search behavior so that we can offer customized content and advertisements. When you visit our website, we have already informed you about these cookies and asked for permission to place them.
- c. Cookies placed by third parties. These are, for example, advertisers and / or social media companies.

You can sign out for cookies by setting your internet browser to no longer store cookies. In addition, you can also delete all information previously saved via the settings of your browser.

#### 10. Your rights (inspection, adjustment, deletion, etc.)

Below is explained what your rights are regarding the processing of your data.

- a. Right of inspection  
You have the right to inspect your own data. This also includes the question of what the purposes of the processing are, to which parties the data is provided and what the retention periods are.
- b. Right to rectification  
You can ask us to have your data rectified immediately. You also have the right to make incomplete data complete by, for example, sending us an email.
- c. 'Right to be forgotten'  
You have the 'right to be forgotten.' Upon request, we will delete your data without unreasonable delay. However, we may not always delete all your data. Sometimes, for example, the processing is still necessary for the fulfillment of legal obligations or for the establishment, exercise or substantiation of claims.
- d. Right to restrict the processing  
In principle, you have the right to have the processing of your data limited, for example if you believe that your data is incorrect or unnecessary.
- e. Notification of rectification, deletion or limitation  
Unless it is impossible or disproportionate, we will notify recipients of your data of any rectification, deletion or restriction of processing.
- f. Right to portability of your data  
You have the right to data portability. This means that you can make a request to receive your data. You can then save this data for personal reuse. You only have this right with regard to data that you have provided to us yourself and if the processing is based on permission or an agreement to which you are a party.
- g. Revoke permission  
If the data processing is based on consent, you have the right to withdraw that consent at any time. However, the processing of your data from the period before the withdrawal remains lawful.
- h. Right to object  
In principle, you have the right to object to the processing of your data. After your objection, we will in principle stop processing your data.
- i. Complaint to the Dutch Data Protection Authority or to the court  
If you believe that the processing of your data violates the law, you can contact our Privacy Manager, but you also have the right to lodge a complaint with the Dutch Data Protection Authority (AP) or to go to court.
- j. Limitations of your rights  
Sometimes we can limit your rights, for example in the context of the prevention, investigation, detection and prosecution of criminal offenses, such as fraud.

You can address any request to our Privacy Manager. To ensure that the request for access has been made by you, we will send you several questions after receiving your request that you must answer before we can process the request. This is to protect your privacy. We will respond to your request as soon as possible, but at the latest within four weeks.

## 11. How we protect personal data

We take the protection of your data seriously and take appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact our Privacy Manager.

## 12. Changes

We can change this statement if developments give cause to do so, for example in the case of new processing methods. The most current privacy statement can be found on our website. We recommend that you consult this privacy and cookie statement regularly so that you are kept informed of the changes.

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