

## **00 Introduction**

This privacy statement states how your personal data will be collected and stored. It will describe where your data is stored and for which purposes your data will be used. Also, you will encounter all your rights concerning your personal data and how to make use of these rights. This privacy statement could be updated from time to time, for example, due to changes in legislation. Because of this, it is recommended to regularly consult the privacy statement.

## **01 Haarlem Institute of Higher Education**

This is the Privacy Statement of Haarlem Institute of Higher Education, hereafter referred to as Haarlem Campus. There are situations that require Haarlem Campus to collect and store your personal data. It is in your best interest to know what will be done with this data and how you can voice your personal wishes regarding your data storage. If you ever feel unsure about the storage of your data by Haarlem Campus, please contact us!

[info@haarlemcampus.com](mailto:info@haarlemcampus.com)

## **02 Purpose of storing your personal data**

There are multiple reasons for storing your data by Haarlem Campus. Here under you will read all about it:

Haarlem Campus makes use of e-mail addresses to send their newsletters. These newsletters are created with commercial interests, and also used for sharing insights. Your first name and email address will be collected via the form that is needed to put you on the mailing list on the website of Haarlem Campus. Also, Haarlem Campus could request you via personally or textually to log in.

Your personal data will be stored whenever you reach out to Haarlem Campus via their website. Within the form, only the required data is requested to offer a service or proposal. You can think of data such as your name, company name, email address, telephone number and project description.

The website of Haarlem Campus will collect your personal data to improve their website. This process of improvement is supported by Google Analytics. The data that will be produced by this, is anonymous and therefore will not be connected to your personal data. An example of useful data is the duration of your visit or the amount of pages you have looked at. All data will only be used with your explicit approval and only for purposes that you approved of. Your data, with your consent, could be shared with potential relationships or contractors.

### **03 Receivers**

The data that Haarlem Campus collects and uses are administered by the use of:

#### Mailchimp

Newsletters will be sent via Mailchimp. During the sign up for the newsletter, your e-mail address and surname will automatically be stored in the appropriate list within Mailchimp.

#### TransIP

The e-mail of Haarlem Campus is hosted by TransIP. Whenever you contact Haarlem Campus via forms or via e-mail, the concerned e-mails will be stored on the servers of TransIP.

### **04 Storage period**

To execute the aforementioned activities, some of your data will be stored for a longer period of time by Haarlem Campus. Whenever it is not urgent to store your data, your data will not be stored. An exception on this, is that Haarlem Campus has to continue storing your data as a result of legislation.

#### Sending newsletters

Your e-mail address and surname will be stored in Mailchimp. The period of storing of your data has no end date. You can unsubscribe to the newsletter whenever you want via the link that can be found on the bottom of every newsletter, or via sending an e-mail to [info@haarlemcampus.com](mailto:info@haarlemcampus.com).

#### Contact

Whenever you contact Haarlem Campus via e-mail, all data that is being sent, such as your name, company name and email address, will be stored on the mail server.

E-mails will be stored at most two years after you have sent them.

## Analytics

Data on the website that is stored by Analytics, are anonymous and therefore are not connected to your name, company name or e-mail address. This data can be stored for indefinite duration within Google Analytics.

## **05 Security**

Your personal data will not be physically copied. Your data will be collected in the systems and software mentioned above. The personal data that is stored by Haarlem Campus or the third parties that are mentioned before, are only accessible via the existing software and are secured with a password that requires two-step verification. By using this two-step verification, a code will be sent from within the software to Haarlem Campus. The process of logging in requires this code. The devices that will consult your data are secured with fingerprint or a password as well. The devices on which your data will be consulted, will always be limited to the necessary amount.

Besides this, your visit to the website is secured via an SSL certificate. This means that your connection with the website of Haarlem Campus is fully private. You can recognize the presence of this SSL certificate by the green lock next to the url. Also, the domain of Haarlem Campus is signed with DNSSEC. This is an extra aid that makes sure the 'signage' of the website is safer and more trustworthy.

## **06 Your rights**

### Your right to inspect

At all times, you preserve the right to consult your personal data that is stored by Haarlem Campus. You can send an email or call Haarlem Campus to do this. You will receive an overview with your personal data.

### Your right to rectification

Is your data incorrect? Or do you want to make a change? You always preserve the right to let this rectify by Haarlem Campus. Your data regarding the newsletter can be adjusted via the allocated url that you can find on the bottom of every newsletter.

### Your right to transmission

Whenever you need the data that is stored by Haarlem Campus to switch to another party, you will always preserve the right for this transmission. Haarlem Campus is obligated to send your data to the party that is indicated by you.

### Your right to let your data be erased

If it is your wish that your data will not be stored by Haarlem Campus any longer, Haarlem Campus is obligated to erase all of your data.

#### Your right to make a complaint

You preserve the right to make a complaint at the 'Authority Personal Data', if you have second thoughts about the way Haarlem Campus handles your data.

#### Your right to stop usage of data (objection)

Whenever you do not want Haarlem Campus to collect and store your data, you have the right to stop this. If you want to make use of this right, you can indicate this via [info@haarlemcampus.com](mailto:info@haarlemcampus.com). Please send a copy of your ID. You can blur the pass photo, numbers on the bottom of the file and the ID and BSN number. Haarlem Campus aims to give answer to your request within one week.

## 07 Obligations

Haarlem Campus processes personal data for sake of justified interest, namely a commercial interest. You can think of offering services or products of Haarlem Campus via email. Your data will never be sold to third parties. The data that is required to hand over, is the minimal required data for offering the services or products. Your e-mail address is, for example, needed to send the newsletter. When this mandatory data will not be handed over, Haarlem Campus can not offer the concerning service. If Haarlem Campus needs to share your personal data with the above-mentioned parties, for example to offer (one of their) services, your approval will always be requested. Haarlem Campus preserves their right to make your personal data public when they are legally obliged, or when Haarlem Campus needs to protect their rights, property or security. Haarlem Campus will always respect your right on privacy.

Do you have a questions? Please contact us at [info@haarlemcampus.com](mailto:info@haarlemcampus.com)