

Privacy Policy | Haarlem Institute for Higher Education (Haarlem Campus)

In the process of applying, Haarlem Campus collects and handles personal data pertaining to you. The institution is committed to transparency regarding the collection and usage of this data and strives to fulfill its data protection obligations.

Controller of Data

Haarlem Campus, trading as Haarlem Institute for Higher Education B.V., located at Koepelplein 1C, Haarlem, The Netherlands, acts as the Data Controller.

Types of Information Collected by the Institution

The information held about you may include:

- Personal details: Name, contact information (address, email, phone number), date of birth, country of domicile, nationality and the BSN (Citizen service number). For international students, passport and visa information is also collected.
- Education and employment history: Details about previous schools, colleges, universities attended, employment experience, courses completed, study dates, and examination results.
- Emergency contact information: Information used for contacting you or your next of kin in case of emergencies.
- Family and personal circumstances: Relevant information about your family, personal situation, academic interests, and extracurricular activities, particularly if it affects scholarship eligibility.
- Financial information: Collected for administrative purposes related to fees, charges, loans, grants, studentships, and financial support.
- The Institution may also collect and process personal "special categories of data", including health and disability information for providing support, determining course suitability, gender preference, and previous criminal convictions for certain program admissions.

Purpose of Data Collection

We collect and process your information to:

- Process your application for admission.
- Assess your suitability for our courses.
- Communicate decisions and assist with preparations for intake.
- Fulfill reporting obligations to relevant authorities, such as qualifications data of applicants.

- The Processing of the citizen service number (BSN) by the Haarlem Institute for Higher Education is only permitted insofar as required by law. The Haarlem Institute for Higher Education is, for instance, legally obliged to request the BSN of a Student during the registration and to keep a record of this BSN. The Haarlem Institute for Higher Education may not use the BSN if this is not required by law. Not even if the Data Subject were to consent to such use.

Haarlem Campus may collect your personal data through various means, including application forms, national systems (e.g., Nuffic Neso), recruitment agents, feeder colleges or schools, and other admissions processes. References or sponsorships from previous or current educational institutions or employers may also provide information.

Storage of Your Data

Your personal data is stored within our Institution's records database, accessible by authorized staff in the admissions and recruitment department.

Data Access

The Institution may share your data with internal departments involved in processing your application, including:

- Process tutor team and Graduation & Examination Board: In case you disclose a disability, this information is shared to understand your support needs.
- International student support team: If you are an international applicant, data may be shared to invite you to additional events/activities during enrollment.
- Accommodation services: If you applied for university-managed student housing, information about your application status may be shared.
- Haarlem Campus may disclose certain personal information to external organizations to fulfill legal responsibilities, manage operations, or as requested by you. Examples include Dutch Ministry of Education Inspectorate, accreditation agencies, immigration services, professional or regulatory bodies, health trusts or contracted occupational health providers, law enforcement agencies, auditors, sponsors, external learning or training placements providers, library services, and parents/guardians for applicants under 18 years old.

Data Protection Measures

Haarlem Campus takes data security seriously and has implemented internal policies and controls to prevent data loss, accidental destruction, misuse, or unauthorized access. Access to your data is restricted to employees who require it for their duties.

Data Retention

Haarlem Campus retains personal data as long as necessary for the purpose it was collected. Generally, applicant data is kept for one year after the relevant recruitment cycle. However, if you become a student, your data will be retained according to the Student Registrar Retention Schedule.

Data Subject Rights

As a data subject, you have several rights:

- Access and obtain a copy of your data through a subject access request.
- Request correction of incorrect or incomplete data.
- Request deletion or cessation of processing of your data when it is no longer necessary.
- Object to processing in specific circumstances, such as reliance on legitimate interests or for direct marketing purposes.
- Request a temporary suspension of data processing if the data is inaccurate or there is a dispute regarding the Institution's legitimate grounds for processing.
- Withdraw consent at any time, where applicable.
- Portability of your data when the lawful basis is consent or performance of a contract.

Automated Decision Making and Profiling

Haarlem Campus does not utilize your personal data for automated decision making or individual profiling.

Complaints to the Dutch DPA

If you are dissatisfied with the Institution's handling of your personal data or have any concerns, questions, or complaints, please reach out to info@haarlemcampus.com. If your issue remains unresolved, you have the right to file a complaint with the Dutch Data Protection Authority (DPA).

Privacy Notice Changes

We regularly review our privacy notices. The last update for this notice was on June, 20, 2023.

Additional Privacy Notices

Please note that other privacy notices exist within the Institution regarding data held for various purposes, including inquiries, current students, alumni, and website usage. We prioritize safeguarding your privacy in all relevant aspects.