

Rutgers | Privacy statement

April 2018

These conditions apply to all Rutgers' activities in relation to information, recommendations, research interventions, documents and services. Please refer to the disclaimer and the complaints procedure on our websites.

General

Rutgers observes utmost caution in following its obligations according to the General Data Protection Regulation (GDPR). However, Rutgers cannot guarantee that information is always completely correct, complete and up to date. Approved organisation documents, such as an annual report and code of conduct, are legally valid. Other information issued on and via our website is therefore solely meant as general information and the information provided does not confer any rights.

Privacy statement

Rutgers takes the protection of your personal data very seriously. This Privacy Statement applies to all activities (including via the website). In this Privacy Statement, we provide information about how we deal with personal data. In all cases, Rutgers complies with the relevant law and legislation, including the General Data Protection Regulation.

What is personal data

Personal data, or personal information, refer to all information relating to an identified or identifiable individual. This does not include data where the identity has been deleted (anonymous data).

Depending on the services and functionalities, the following personal data may be processed:

- Name, address and place of residence
- Telephone number and e-mail address
- Date of birth
- Participation in our organisation's activities
- Requests for information
- Questions
- Complaints

Special categories

Rutgers may process data relating to sexual orientation and sexual behaviour in the framework of scientific research. In principle, Rutgers specifically requests a participant for permission to process information for scientific research, unless specifically requesting permission is impossible or Rutgers has to go to unreasonable lengths to achieve this.

Processing data of children younger than 16 years

In processing personal data of children younger than 16 years, Rutgers shall always request permission of the parents/guardian. This does not apply to internet browsing behaviour on our sites by children younger than 16 years.

Processing

Processing personal data includes collecting, encrypting, securing as well as sending personal data. For Rutgers the following applies:

- Your personal data are processed for the purpose for which the data have been obtained.
- The use/processing of your personal data is limited to only include those data that are minimally required for the purposes for which they are processed.
- Your personal data will no *longer* be used than minimally required for the purposes for which the data have been issued and/or processed.
- Suitable technical and/or organisational measures have been taken to guarantee the security of your personal data.
- Personal data shall not be forwarded to other parties, unless this is necessary for the purpose for which the data have been given and only under the conditions of a process agreement.
- Your personal data will not be forwarded to countries outside the European Economic Area (EEA).
- We are aware of your rights concerning personal data, shall inform you regarding this, and respect your right to confidentiality.

Your rights

As user within the GDPR you have a number of rights. These are subject to criteria which can be found on the website of the Dutch Data Protection Authority. These rights include:

- *The right to transferability*: The right to transfer personal data. In the GDPR (article 20) this is called the 'right to transfer data'. It means that you have the right to receive personal data retained by Rutgers.
- *The right to be forgotten*: The right to be 'forgotten'. In Article 17 of the GDPR, the so-called right to be forgotten is incorporated. This right means that Rutgers, in a number of cases, must delete personal data if you as the person involved requests this (the person for which the organisation has processed data).
- *Right to view*: This is the right of people to view the personal data that Rutgers has processed. Article 15 of the GDPR gives people more say about their personal data.
- *Right to rectification and additions*: The right to revise the personal data that Rutgers processes. The GDPR (Article 16) gives you the right to have incorrect personal data revised or to add to your personal data.
- *The right to restrict processing*: The right to have less data processed. The GDPR (Article 18) gives you the right in certain situations to restrict the use of your data.
- *The right relating to automated-decision making and profiling*: Or: the right to a human view in decision-making. Some organisations take a decision based on automatic processed data. This is not the case at Rutgers.
- *The right to object to processing data*: The GDPR gives people the right to object to processing their personal data. In the GDPR this right is described as 'right to object'. This applies if an organisation processes personal data based on a general-interest issue or based on justifiable interest. This does not apply to Rutgers.

Why are personal data processed?

Your personal data are processed by Rutgers for the following purposes:

- Entering into and administering agreements (donors, etc.).
- Setting up donor records
- Offering services.
- Sending a newsletter.
- Managing, handling and developing IT systems
- Questioning stakeholders and carrying out research.
- Registering your settings and preferences in relation to the use of the website (via cookies).
- Entering into collaboration with third parties.

- Our management system.
- Complying with legal obligations.
- For filing purposes, where which data are only used for legal procedures or for historic or statistic reasons.

issuing and processing by third parties

We never pass on your personal data for commercial purposes. Third parties that process your personal data on our behalf do this exclusively as instructed. They are obliged to keep your personal data confidential and to delete it after use.

Retention period

Rutgers retains personal data no longer than necessary for the purpose for which the data have been provided or based on the requirements of the law. Contacts with Rutgers, that for any reason, are filed for agreed follow-up activities and for possible internal evaluation purposes are also retained.

Security

We have taken suitable technical and organisational measures to protect your personal data against fraudulent processing. The following measures have been taken, for example:

- All those who on behalf of Rutgers gain knowledge of your data have an obligation to maintain confidentiality.
- We use a user name and password policy for all our systems.
- We make back-ups of the personal data in order to recover the data when physical or technical incidents occur.
- The Rutgers' servers are kept in a secure area in data centres in the Netherlands; these are certified: ISO 27001 and NEN 7510.
- The security of the Rutgers' servers and Apps is regularly tested and reviewed. In this way, active monitoring and active risk-based protection is ensured.
- The Rutgers' servers make use of SSL (Secured Socket Layer) technology in order to encrypt receipt and sending of personal data.
- Our staff are informed about the importance of personal data protection.

How to contact us

As Rutgers, we are responsible for the processing of your personal data. We strive to be as thorough as possible in this regard. However, if you have any questions after reading our privacy statement, or wish to contact us for any reason, please email us via privacy@rutgers.nl. You can also use this address if you wish to view the personal data we have filed, or if you wish to rectify data or have data deleted.

Amendments to his privacy policy

This privacy policy was published on 18 May 2018. We reserve the right to revise this privacy policy at any time; the latest version will always be shown on our websites.