

Privacy Statement

Rutgers places a high priority on protecting your privacy. As a party responsible for processing personal data, we treat your data with the utmost care. This privacy statement provides information about which data we process and how we deal with them. Rutgers complies with all applicable legislation and regulations, including the General Personal Data Regulations.

Scope

This privacy statement is intended for all individuals, companies, organisations and partners involved in our day-to-day work. That includes individuals who participate in our projects or studies, as well as all of Rutgers' online and offline activities.

Principles for processing data

Processing personal data includes the collection, encryption, security and sending of personal data. For Rutgers, this means:

- Your personal data are processed **in accordance with the purpose** for which they were provided.
- The use and/or processing of your personal data will be limited to only those data which are **absolutely necessary** for the purposes for which they were provided and/or processed.
- The use and/or processing of your personal data will be conducted for **no longer than necessary** for the purposes for which they were provided and/or processed.
- **Suitable technical and/or organisational measures** will be taken to ensure the security of your personal data.
- **No personal data will be transferred to other parties** unless it is necessary for the purposes for which the data were provided, and only under the conditions stipulated in the processing agreement.
- We are aware of **your rights** pertaining to your personal data, we strive to inform you about these rights and we respect them at all times.
- We are **responsible** for your data and **comply** with all Dutch and European privacy legislation.

Grounds for processing

There are certain grounds on which we are authorised to use your data, based on one or more of the following reasons:

- **Your own permission.** You always have the right to withdraw your permission at any time.
- **A written agreement.** Any collaboration will result in an agreement. For example, if a business supplies certain goods or services to us, we record the agreement in writing.

- **Justified interest.** This implies that we need your personal data in order to perform our day-to-day work, or to improve our work.
- **A legal obligation.** We are not above the law, so we comply with any requests by judicial bodies and/or the government.
- **General interest.** Your personal data may be necessary for certain studies, for example if you participate in our projects or activities.

Which of your personal data do we process?

Personal data includes any information specific to an individual, which can be used to identify that individual. This includes data from which the individual identity has been removed (anonymous data).

Depending on the services and functionalities, we may process the following (digital) personal data:

- Name, address and place of residence
- Telephone number
- E-mail address
- Date of birth
- Gender
- Nationality
- IP address
- Invoice data
- Participation in our organisation's activities
- Requests for information
- Reports to us
- Submission forms
- Image materials
- Via social media buttons
- Via embedded content, for example on YouTube

For which purposes do we process your personal data?

We always use your personal data for a specific purpose. This may include:

- Entering into and implementing agreements (with donors, etc.).
- Conducting research.
- Offering and providing our services.
- Our operations.
- Asking for feedback from stakeholders.
- Sending a newsletter.
- Managing, administering and developing IT systems.
- Processing and managing your donations.
- Entering into partnerships with third parties.
- Complying with legal obligations.
- Maintaining our (donor) administration.
- Ensuring that our website is technically optimal for you to use.
- An interview, photo or video featuring you. Our public communications, such as for a campaign.
- Participating in our digital learning environment.
- Recording your settings and preferences for the use of our websites.
- Handling any of your questions and/or reports, both online and offline.

- Archiving purposes, whereby data will only be used for legal proceedings or historical or statistical purposes.

Transferring to and processing by third parties

We will never transfer your personal data for commercial purposes. Third parties that process your personal data on our behalf will always do so solely at Rutgers' request. These parties are required to keep your personal data confidential and to destroy them after use. We enter into processing agreements with third parties to ensure your privacy. We may share personal data within our partnerships if necessary for the performance of our mission. In certain cases, we may also use suppliers' IT systems, which may give the supplier access to the system in which your personal data are processed.

Cookies

Rutgers also collects information through the use of cookies. We believe it is important for you to understand which cookies are used on our websites and for which purposes. For more information on this topic, please consult our cookie policy.

Special categories

Rutgers may process data pertaining to sexual orientation and sexual behaviour in the context of scientific research. In these cases, Rutgers will request permission for the processing of these specific data, unless it is impossible to request permission for these data or doing so would require a disproportional effort.

Children under the age of 16

When processing the personal data of children under the age of 16, Rutgers will request permission from the child's parents or guardians by means of a permission form. This does not apply to the internet surf behaviour on our websites by children under the age of 16.

Image materials

Rutgers treats the image materials on our websites, campaigns or communications with the utmost care. We will request permission for such use via a permission form or we will purchase the rights to use such images.

Training & Tools database

Rutgers has a Training & Tools database to sell products. The management of this database has been contracted to our partner Hexspoor. They require your data in order to deliver our products. We record your data for invoicing, delivery and returns.

Processing of your personal data as an job applicant

If you apply for a job at Rutgers, we will process your personal data to ensure that the application procedure runs smoothly. We will only use this data to assess your suitability for the position and to contact you.

We process the following personal data:

- your name
- your contact details (such as your email address and telephone number)
- your curriculum vitae
- your motivation letter
- any other information you provide in your application

We use the application Homerun to process job applications. Your personal data is stored and managed securely in Homerun. We have entered into a data processing agreement with Homerun to ensure that your data is properly protected.

In addition, we may ask you to take an online assessment via Assessio. To do this, you will fill in questionnaires that provide insight into your personality and motivations. This assessment helps us to evaluate candidates objectively. For this purpose, we share some information with Assessio:

- your name
- your e-mail address

Assessio will only use this information to carry out the assessment. We have also entered into a data processing agreement with Assessio.

We will not retain your personal data for longer than 6 months after completion of the application procedure.

You have the right to access, correct or have your personal data deleted. You can also object to the processing or request restriction of the processing. For more information, see the general section of this privacy statement.

Security

We have taken suitable technical and organisational measures to protect your personal data against unauthorised processing. Some examples of these measures include:

- All persons who may access your data on behalf of Rutgers are required to maintain confidentiality regarding the data.
- We use a username and password policy for all of our systems.
- We utilise two-factor authentication.
- We create backups of the personal data to restore them following physical or technical incidents.
- Rutgers' servers are located in a secure environment in datacentres in the Netherlands, which possess ISO 27001 and NEN 7510 certifications.
- The security of Rutgers' servers and apps is tested and inspected regularly. This ensures active monitoring and active risk-based security.
- Rutgers' servers use SSL (Secured Socket Layer) technology to encrypt data for sending and receiving.
- Our employees are trained on the importance of protecting personal data.
- We regularly test and evaluate our security measures.

We do everything in our power to prevent breaches of data security. In the rare event of a data leak, we will report it to the [Data Protection Authority](#) as soon as possible (within 72 hours).

Storage period

Rutgers stores personal data for **no longer than necessary** and only for the purpose for which they were provided or for the term stipulated by law. Contacts with Rutgers, of any nature, are archived for agreed-upon follow-up activities and for potential internal evaluation purposes.

Your rights

We would be happy to inform you of the rights that you as a user have regarding the processing of your personal data:

- You have the right to **withdraw any permission granted** at any time.
- **Right to view data (Article 15):** You have the right to access your personal data held by Rutgers. These data are available upon request.
- **Right to correction and addition (Article 16):** You have the right to change or add to incorrect personal data.
- **Right to be forgotten (Article 17):** This right means that in certain cases, Rutgers must delete your personal data upon request.
- **Right to limit processing (Article 18):** You have the right to have fewer data processed in certain situations.
- **Right of data portability (Article 20):** You have the right to transfer your personal data. This means that you have the right to receive your personal data that Rutgers has in its possession.

Contact us or submit a report

Rutgers is responsible for the processing of your personal data. We strive to provide complete information if at all possible. If you believe that Rutgers has not acted in compliance with privacy legislation, or if you have a question about this privacy statement, please feel free to contact our privacy officer. You may also contact the privacy officer if you wish to exercise one of your rights.

Rutgers

Arthur van Schendelstraat 696
Postbus 9022
3506 GA Utrecht
The Netherlands
privacy@rutgers.nl
Tel: 030 231 3431

If you are not satisfied with the way in which we deal with your personal data, you may submit a report to the [Data Protection Authority](#).



Changes to the Privacy Statement

This privacy statement was updated in March 2023. Rutgers retains the right to amend this Privacy Statement at any time. We therefore recommend that you consult this Privacy Statement on a regular basis.