

PRIVACY STATEMENT 4TU.CENTRE FOR ENGINEERING EDUCATION

4TU.Centre for Engineering Education values the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data. We will make any effort to ensure your privacy and therefore handle personal data with care. The 4TU.Centre for Engineering Education is in all cases subjected to the applicable laws and regulations, including the General Data Protection Regulation. This implies the following:

- Processing your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;
- Processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- Ask for your explicit permission if we need that for the processing of your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Not transmitting personal data to other parties, unless this is necessary for the purposes for which they were provided;
- To be aware of your rights regarding your personal data, to point this out and to respect them.

As 4TU.Centre for Engineering Education we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, you can do so by contacting us on:

4TU.CEE@4tu.nl

FOR WHAT PURPOSE AND ON WHAT BASIS DO WE PROCESS PERSONAL DATA?

Your personal data will be processed by 4TU.Centre for Engineering Education for the following purposes:

- To be able to call or send e-mails if necessary to carry out our services;
- Sending newsletters and invitations;
- Registration for 4TU.CEE events

For the above purposes, we may request the following personal information from you:

- First and last name;
- Phone number;
- E-mail address;
- Bank account number;
- Other personal data that you actively provide, for example by signing up for the newsletter, in correspondence and by telephone

THIRD PARTIES

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes. For example, we use a third party for taking care of our newsletters, invitations and events.

Agreements are made with these third parties in order to guarantee confidential and careful handling of personal data. Your personal data will not be sold to third parties. 4TU.CEE can share your (personal) data with third parties when this is legally required or when you have given permission. 4TU.CEE might provide personal data to parties which are located outside the EU for execution of the above described purposes like Mailchimp and Google (Analytics).

Mailchimp and Google are based in the United States. This is not regarded as a country with an appropriate level of security. However, both Mailchimp and Google are certified for the EU-US Privacy Shield. On that basis, it is legally permitted to share personal data with them.

DATA STORAGE

4TU.Centre for Engineering Education does not store personal data longer than necessary for the purpose for which it was provided or required by law.

SECURITY

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who are able to access your data on behalf of 4TU.Centre for Engineering Education are obliged to maintain their confidentiality;
- We use an authentication policy on all our systems;
- We back up the personal data in order to be able to recover it in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

RIGHTS ABOUT YOUR DATA

You have the right to inspect, rectify or delete the personal data we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to receive your own data provided by you or have it send directly to another party. We can ask you to identify yourself before we can comply with the aforementioned requests.

COMPLAINTS

If you have a complaint about the processing of your personal data, we ask you to contact us directly via 4TU.CEE@4tu.nl. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.