



## **Privacy Statement**

*Updated 15-8-2022*

Extra Muros, based at Warandelaan 2, 5037AB Tilburg, is responsible for the processing of personal data as shown in this privacy statement.

Contact:

- Warandelaan 2, 5037AB Tilburg
- [secretary@extramuros.nl](mailto:secretary@extramuros.nl)
- <https://www.extramuros.nl/>

### **Personal data we process**

Extra Muros processes your personal data because you make use of our services and/or because you share your personal data with us. Depending on the service provided and only if determined strictly necessary, we may process any of the following:

- name,
- phone number,
- email address,
- student number (ANR),
- date of birth,
- physical address,
- IBAN,
- curriculum vitae,
- motivation letter,
- study information,
- dietary restrictions,
- photos, and
- other personal data you actively provide by, for example, filling in forms and other correspondence.

### **Special and/or sensitive personal data we process**

Our website and/or services do not have the intention to collect data about visitors below the age of 16. Unless they have the consent of their parents or guardian. However, we cannot verify whether a visitor is above the age of 16. We urge parents to be actively involved in the online activities of their children to prevent data collection without their permission. If you are convinced that we, without that permission, collected data about a person below the age of 16, please contact us via [secretary@extramuros.nl](mailto:secretary@extramuros.nl). We will delete this information.

### **Goals and grounds of personal data we process**

Extra Muros processes your data for the following reasons:

- To be able to identify members of the organisation
- To call or email if this is deemed necessary to deliver our services
- To send newsletters and other important information
- Extra Muros also processes personal data when required by law



## **Automated decision-making**

Extra Muros takes responsibility on basis of automated decision-making about cases that (may) have exceptional consequences for persons. These involve decisions that are taken by computer programs or systems, without a human being involved in the process. Extra Muros does not make use of such systems

## **Retention period of personal data**

Extra Muros does not retain your personal data longer than strictly necessary for the purposes for which it is collected or processed. Such data is stored until the end of the academic year or until the membership is cancelled.

## **Requesting, updating, or deleting personal data**

You have the right to request, update, or delete personal data. Moreover, you have the right to withdraw your permission for personal data collection by Extra Muros, the right to object to the processing of your personal data by Extra Muros, and the right to data portability. This means that you can file a request at Extra Muros to send your personal data to you or to an organisation appointed by you. You can file a request to view, update, delete, and/or transfer your personal data or an objection to the processing of your personal data to [secretary@extramuros.nl](mailto:secretary@extramuros.nl). To be sure that the request was made by you, we ask you to send a copy of your passport, ID card, or other valid proof of identification along with your request. In this copy, make your photo, MRZ (machine readable zone), passport number and social security number (BSN) black. This is to protect your privacy. We respond as soon as possible, but within four weeks, to your request. Extra Muros also wants to stress that it is possible to file a complaint to the national supervisor, the Autoriteit Persoonsgegevens. You can do this via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## **Protection of personal data**

Extra Muros takes the protection of your personal data seriously and takes measurements to prevent data abuse, data loss, data breach, unauthorized access, unauthorized disclosure, and unauthorized modification. If you think that your personal data is not secured properly or there are indications of abuse, please contact us via [secretary@extramuros.nl](mailto:secretary@extramuros.nl).