



**LEARNING OPPORTUNITY  
FOR EVERYBODY!**

# PRIVACY STATEMENT

The Van Doorn Foundation attaches great importance to the protection of your personal data. We make every effort to ensure your privacy and therefore handle personal data with care. We comply with the applicable laws and regulations, including the General Data Protection Regulation.

This implies that we at least:

- process your personal data in accordance with the purpose for which it was provided, as described in this privacy statement and processing of your personal data is limited to data that is minimally required for the purposes for which they are provided;
- ask for your explicit consent if we need it for the processing of your personal data;
- take appropriate technical and organisational measures to ensure the security of your personal data;
- do not pass on personal data to other parties, unless this is necessary for the purposes for which they were provided;
- are aware of your rights concerning your personal data, point these rights out to you and respect these rights.

We only process personal data of minors (persons younger than 16 years) if written permission was given by the parent, caregiver or legal representative.

We do not store personal data longer than necessary for the purpose for which it was provided or required by law.

**In this privacy statement we have listed how we handle your data. You can read what data we process about you and what influence you can exercise on it.**

## Van Doorn Foundation is responsible

If we refer to this privacy statement about 'we' or 'us', we mean: **the Van Doorn Foundation, Groesbeekseweg 16, 6524 DB Nijmegen, The Netherlands, Chamber of Commerce no. 09124064**

As Van Doorn Stichting we are responsible for the processing of your personal data. If, after reading our privacy statement, or in a more general sense, you have questions about this or want to contact us, please send an e-mail to [info@vandoornstichting.nl](mailto:info@vandoornstichting.nl).

## The data we process and what we do with it

Personal data from members, volunteers, co-worker, sponsors and suppliers are processed by the Van Doorn Foundation for the following purposes:

- administrative purposes;
- information, communication and invitations within the framework of the agreement;
- giving effect to the function of volunteer (board member, adviser);
- giving effect to the financial agreements, cooperation agreements and sponsorship agreements.

According to legislation, in particular the General Data Protection Regulation, we only may process personal data if one of the legal bases applies. The Van Doorn Foundation uses the following legal grounds for the processing of personal data:

- after obtaining permission from the person whose personal data we process;
- in the context of concluding and / or executing an agreement;
- to comply with the law (including financial administration, fiscal obligations and obligations in connection with court orders or other mandatory laws and regulations).

## Processing of personal data of volunteers

In case you perform volunteer work - as board member or advisory function - we ask you for your name and passport photo. We publish this information on our website because you act as contact person for the Foundation. In addition, we ask you for contact details such as your telephone number and e-mail address; these are only intended for internal use. In case you are board member, we also need your address, place of residence, date of birth, gender and a copy of your identity card for the registration at the Chamber of Commerce - information that we do not store ourselves.

Your data will be stored by us as long as you do volunteer work for us.

## Processing personal data of students

When you apply for student funding, we will ask you for your initials, first name, last name, address, place of residence, country, telephone number (s), e-mail address (es), gender, date of birth, place of birth, a copy of your birth certificate, your education, the name and age of your father and mother, a passport photo and a copy of your ID. We use this information to evaluate the application and - after approval of the application - to conclude a scholarship agreement.

We keep the forms of rejected applications for a maximum of 1 year and for awarded applications up to a maximum of 3 years after completion of the study. We keep the scholarship agreements for a maximum of 5 years after termination of your study.

## Processing personal data of contact persons from local educational and project organisations, partners and sponsors

The Van Doorn Foundation pays the tuition fees for a student in local currency directly to the school or educational institution. That is why we register (in addition to data from those institutions) the personal details of the contact persons of these local educational organisations: initials, first name, surname and job title.

The same applies for contact persons of local project organisations that receive project funding and for contact persons of partners, companies or organisations that sponsor us.

We keep these contact details for a maximum of 5 years after the completion of the financing, cooperation and / or sponsor agreement.

## Processing personal data of donors

In case you are a donor to our foundation, we only need your name, address, place of residence, job title, telephone number, e-mail address and bank account number for the financial administration.

We keep these personal data for max. 5 years.

## Processing of personal data of newsletter subscribers

In case you have indicated that you would like to receive our semi-annual newsletter, we will register your name and your e-mail address. We do this as long as you are a subscriber. In case you no longer wish to receive the newsletter, you can send us an e-mail and we will delete your personal data.

## How we deal with photos and videos

We ask our students and local project organisations to show in their regular progress reports through pictures and video images that reported progress has actually be made. We use these images in our accountability to sponsors and put them on our website, Twitter, Facebook, Instagram and / or YouTube page. We only make and publish images that directly relate to our core activities and we try to ensure that as much as possible only images that are appreciated by everybody are published.

In case any picture or video has been posted on our website or social media that you rather would not have had posted? Let us know via [info@vandoornstichting.nl](mailto:info@vandoornstichting.nl). We will then take measures to remove the images.

In case we want to use images for, for example, fund raising or advertising purposes, than we will try to obtain approval from persons who are clearly recognisable on these images.

## Provision to third parties

We may provide the data that you provide to us to third parties if this is necessary for the execution of the above described purposes. At this moment, however, we do not use third parties.

We do not pass on personal data to other parties with whom we have not entered into a personal data processing agreement. We make the necessary arrangements with these parties (processors) to ensure the security of your personal data. Furthermore, we will not provide the information you provide to other parties, unless this is legally required and permitted. An example of this is that the police request us (personal) data in the context of an investigation. In such a case, we must cooperate and we are obliged to provide this information. Furthermore, we may share personal data with third parties if you give us permission in writing.

We do not provide personal data to parties located outside the EU.

## How we secure your data

We have taken measures to protect your data:

- We make backups of the personal data in order to be able to recover these in the event of physical or technical incidents;
- All persons who on behalf of the Van Doorn Foundation have access to your data, are obliged to observe confidentiality;
- To ensure that only those persons who really need your data for their task have access to your data, we grant access authorisation. This access authorisation is function-related and is reviewed every year and adjusted where necessary;

- We keep physical (paper) documents in a locked cabinet;
- We regularly test and evaluate our measures;
- Our co-workers and volunteers have been informed about the importance of the protection of personal data. Moreover, we have drawn up a "do & don't" list for them.

Yet something can happen that we did not foresee. If you come across things that are not acceptable then do not hesitate to contact us by sending an e-mail to [info@vandoornstichting.nl](mailto:info@vandoornstichting.nl).

## Your rights

You have the right to inspect the personal data that we process. You can request information from us which data we have and for which purpose we use your data. You also have the right to have your data corrected. This is only possible if your data is not correct. If we process your data in a way that you do not want, you can object and ask us to adjust or delete the data. Moreover, you can object to the processing of your personal data (or a part thereof) by us or by one of our processors and you have the right to have the data you provided being transferred by us to you or by your request to another party.

If you want to use this option, please send an e-mail to [info@vandoornstichting.nl](mailto:info@vandoornstichting.nl). State clearly what data it is about and what exactly you ask of us. We can ask you to identify yourself before we can respond to the aforementioned requests.

In case we are allowed to process your personal data on the basis of a permission you provided us, you always have the right to withdraw this permission.

## Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly. Can't we solve the problem together, then you always have the opportunity to ask a question or submit a complaint to the Dutch Data Protection Authority.

## Change of privacy policy

From time to time, we will adjust our privacy policy to keep it up-to-date. The most recent version of our privacy statement will always be available on the website. In case of significant changes we will inform you by e-mail and via the website / app.

## Contact

If you have questions about the processing of your personal data or this privacy statement, please contact [info@vandoornstichting.nl](mailto:info@vandoornstichting.nl).