



PRIVACY STATEMENT

HOW THE TPRC HANDLES YOUR PERSONAL DETAILS

The TPRC wants to protect your privacy. In this privacy statement we will explain how we handle your personal details. We process personal details in accordance with the General Data Protection Regulation (GDPR). This statement applies to information that is collected and used in computerized systems within the TPRC, including our website. This statement does not apply to websites that mention the TPRC, but whose content we are unable to influence directly.

COLLECTING YOUR PERSONAL DETAILS

The TPRC collects personal details if this is necessary in order to provide services, conduct transactions, distribute information or grant access. The information that we collect is always intended for a specific purpose; in other words we do not collect more information than is necessary for that purpose. We may collect information on the following categories of data subjects:

- Members
- Staff, including applicants, trainees and doctoral candidates
- Prospective staff
- External staff, including guest employees

Personal details are usually provided by the data subject. If necessary, this information may be sent to or entered into another system within the TPRC, from an internal source system. We also receive personal details from the systems of third parties, which may be closed source systems or an open source system such as Twitter.

We may also collect your details if you leave them on the TPRC website, in order to keep you informed of the activities at the TPRC.

USE OF YOUR PERSONAL DETAILS

REGISTRATION

The TPRC uses personal details collected from you for operational management purposes and to be able to properly perform its legal tasks and obligations with regard to research. The following overview describes the most important processes that the TPRC uses to collect personal information, stating the most important elements of each process:

- Research and research support: research administration and research details.
- External relations: campaigns, contact, mailing lists and newsletters, study and date of graduation, focused on prospective employees and participants in various activities; details of companies, organizations and persons with whom the TPRC might engages in diverse types of collaborations, such as contracts, processor agreements or collaboration agreements for the delivery or receipt of services and products.
- Personnel matters: establishing salary agreements, arranging claims to benefits in connection to the termination of an employment contract, internal and accountant's audits in connection to company medical care.



- Operational management and finances: financial administration, purchase systems, payment systems, IT management and legal procedures.
- Facilities: access and management systems.
- Generic:
 - Web content management
 - Library system
 - Archiving
 - Visual material for communications from the TPRC
 - Participation

The data we collect can be used for statistical and scientific research. We always act in accordance with the legal requirements.

WEBSITE AND WEB SYSTEMS

The TPRC uses various tools to make its website more user-friendly and to ensure that it functions optimally. This includes measuring surfing behaviour using web statistics and other systems that are integrated into the website to collect active feedback from users or to conduct research with various versions of websites.

In order to show users more relevant content that is tailored to their situation, information on some parts of websites may be personalized on the basis of information that users have filled in earlier, their location/ country or on the basis of other choices made on the website.

CONTACT BY EMAIL

We roughly distinguish two types of automated email: transactional email that you have initiated/requested yourself, and other email. Transactional email is an essential part of a service that you have chosen, such as resetting a password or confirming an application or a request for information. You therefore cannot unsubscribe for this type of email.

If you have consented to receiving other emails such as newsletters or invitations to events, you may withdraw your consent. This type of email has opt-out options.

Just as for the website, the TPRC uses analysis tools to analyse the reading and clicking behaviour for newsletters in order to analyze and improve our newsletters. Linking this information to your personal details enables us to send you more relevant email communications or interest-related information.

COOKIES

Cookies are small text files that are automatically placed on your computer, tablet, mobile telephone or other equipment when you visit our websites. There are various types of cookies. We always place functional cookies that ensure that our websites work properly. We inform you beforehand of how you can turn off any other cookies we may place (such as tracking cookies).



RETENTION PERIOD

Your personal details will not be kept for longer than is necessary to achieve the objectives for which they were collected and processed. An exception may be made if it is necessary to keep information for historical, statistical or scientific purposes or on the grounds of a statutory regulation.

PROTECTION OF YOUR PERSONAL DETAILS

MEASURES

The TPRC attaches great importance to protecting your privacy and takes appropriate measures in order to do so. We take organizational and technical measures to ensure that it is safe for you to visit our website. We use the available resources to minimize the risk of unauthorized persons gaining access to your personal details or unlawful use or disclosure of your details.

ACCESS OF TRPC STAFF / THIRD PARTIES

The information that the TPRC collects about you cannot be accessed by everyone. Only employees and persons working for the TPRC have access to information and then only if they need it in order to do their job.

ISSUING TO THIRD PARTIES

The TPRC will only pass on personal details to third parties under specific circumstances. For example, if we are legally obliged to do so or if the data subject has given us their consent. Examples of parties to which we provide information are administrative organizations like salary administration, pension fund and the Tax Authorities. The TPRC will only pass on your information if we consider it necessary in order to:

- comply with statutory regulations or legal processes concerning the TPRC or its websites;
- protect the rights and property of the TPRC and related websites;
- protect your personal safety under critical circumstances.

The TPRC might engage other companies to perform limited services on its behalf, such as sending and delivering information (direct marketing) and answering questions. We only give these companies the personal details they need to provide the service in question. The TPRC concludes processor agreements with these companies, which oblige them to handle all information confidentially and to refrain from using it for any other purpose.

Information that cannot be traced to individual persons may be issued to third parties for statistical and historical purposes.

STORING YOUR INFORMATION

Personal details that we have collected from you may be stored and processed in the Netherlands or any other country within the European Union. In exceptional situations, data may be processed in a country outside the European Union. We only permit this if the legally required security and privacy measures have been taken.



YOUR RIGHTS

INSPECTION

If the TPRC has processed your personal details, you are entitled to inspect them. If you would like to exercise this right, please contact the management at info@tprc.nl.

RECTIFICATION

If you consider that this information is incorrect or incomplete, you may ask us to rectify it. You may also ask us to delete or protect data, for example if they are not relevant to the purpose for which they were collected. You can also reach the management at info@tprc.nl.

INFORMATION

This privacy statement informs you of the way in which the TPRC handles your personal details.

FILE A COMPLAINT

If you are not satisfied with the way we handle your personal data and you do not agree with the management, you can file a complaint to the supervisory authority. This is the Dutch Data Protection Supervisor (in Dutch: Autoriteit Persoonsgegevens). On the website www.autoriteitpersoonsgegevens.nl you can find how to submit a complaint.

CHANGES TO THE PRIVACY STATEMENT

We may change the privacy statement if there are new developments in our working practice or if there are changes in the relevant laws or legal precedents. Therefore check it occasionally to see if anything has changed. The most recent substantive change to this privacy statement was made on 1 February 2019.