

Privacy statement: TheoCheM Academy

Date: November 2024

The Vrije Universiteit Amsterdam (hereinafter: 'VU') attaches great importance to the protection of your privacy and the security of your personal data. In this privacy statement we describe how we handle your personal data within TheoCheM Academy. We process your personal data in accordance with applicable privacy legislation, including the General Data Protection Act (hereinafter: 'GDPR') and the General Data Protection Implementation Act.

1. Who is responsible for the processing of my personal data?

Stichting VU is responsible for the data processing operations described in this privacy statement. Stichting VU maintains the Vrije Universiteit Amsterdam as a privately run university in accordance with the Higher Education and Research Act of The Netherlands ('Wet op het hoger onderwijs en wetenschappelijk onderzoek'). Stichting VU has its registered office at De Boelelaan 1105 in (1081 HV) Amsterdam and is registered with the Chamber of Commerce under number 53815211.

2. What (categories of) personal data will be processed?

We will process the following personal data:

- a. First and last name;
- b. Academic position and title;
- c. Address details;
- d. Phone number;
- e. Email address;
- f. Bank/VAT details;
- g. Company/organization;
- h. Dietary preferences;
- i. Attendance meetings;
- j. Evaluations (sufficient/insufficient); and
- k. Films and photographs of participants.

3. For which purposes are my personal data processed, and on the basis of which legal grounds?

The personal data will only be used for the following purposes:

- a. registration of TheoCheM Academy delegates and visitors;
- b. carrying out admission control for TheoCheM Academy;
- c. informing delegates and visitors about events they registered for;
- d. activities pertaining to TheoCheM Academy;
- e. films and photographs will be used for reporting purposes of the course and will be published on the theochem.nl/academy website and social media channels; and
- f. internal control and business security.

We process your personal data on the basis of the legitimate interest (article 6.1 (f) GDPR). The legitimate interest lies in the functioning of the TheoCheM Academy, whereby the privacy of the data subjects is sufficiently guaranteed. In specific cases, data subjects may also be asked for consent for a particular data processing (article 6.1 (a) GDPR). For example, when taking photographs.

4. Who has access to my personal data?

The personal data will only be accessed by employees of the VU who by reason of their function have a role in the processing of your personal data for the abovementioned purposes and for whom it is necessary that they have access to the personal data.

5. Will my personal data be shared with third parties?

When processing your personal data, we may use service providers (processors) who process your personal data on behalf of and under the responsibility of the VU. The VU concludes processing agreements with these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). We remain solely responsible for these processing activities.

Your personal data will not be shared with other parties. Should this be the case at any time, we will inform you of this. We only disclose personal data to third parties to the extent permitted by law, for example because you have given your prior consent or we are legally obliged to do so.

6. Will my personal data be transferred to countries outside of the European Economic Area?

No, your personal data will not be transferred to countries outside of the European Economic Area (EEA).

7. For how long will my personal data be retained?

Unless a specific retention period is prescribed by law, we will retain your personal data for as long as this is necessary in order to accomplish the abovementioned purposes. The specific retention periods for different data can be found in the retention period lists as listed on vu.nl.

8. How will my personal data be secured?

The VU takes appropriate technical and organizational measures to protect your personal data against loss and any form of unlawful processing.

9. Whom can I contact with questions about the processing of my personal data?

You can ask questions about how we process your personal data via theochem.academy@vu.nl.

10. How can I exercise my privacy rights?

The General Data Protection Regulation (GDPR) provides you with the right to access your processed personal data and under certain conditions with the right to rectify your personal data if it contains factual errors, the right to erase your personal data, the right to restrict the processing of your personal data, the right to portability of your personal data and the right to object to the processing of your personal data.

If you wish to exercise any of these privacy rights, you can contact the Data Protection Officer of VU Amsterdam via:

Data Protection Officer
De Boelelaan 1105
1081 HV AMSTERDAM
functionarisgegevensbescherming@vu.nl

To be able to deal with your request, you may be asked to identify yourself on the basis of additional personal data that the VU has of you. If this method of identification is not possible, you may be asked to identify yourself with an identification card. In this way it will be verified that the request has been made by the right person. If you are not satisfied with the way in which we deal with your personal data, you always have the right to submit a complaint with a supervisory authority.