

## **PRIVACY POLICY TIJD VOOR TAAL IN UTRECHT**

This policy was formulated April - 01- 2021 by TIJD VOOR TAAL IN UTRECHT. This policy is accepted by College Persoonsbescherming Persoonsgegevens.

TIJD VOOR TAAL IN UTRECHT declares that this policy applies to all personal information: to computerized Information as well as non-computerized information. The policy applies to all activities of the participants in the language course.

In general, TIJD VOOR TAAL IN UTRECHT works for adults who wish to train their language skills or adults for whom it is difficult to find employment, or adults who, as a result of language problems, are not able to function well in daily life.

TIJD VOOR TAAL IN UTRECHT handles personal information in accordance with the law and in a decent and scrupulous way. Personal information is only collected for specific, well-described and justified purposes. The collection of personal information only occurs if:

1. the person concerned has consented explicitly
2. handling of the information is necessary in order to carry out the agreement concerning the language course
3. handling of the information is necessary in order to comply with legal obligations that TIJD VOOR TAAL IN UTRECHT is liable to
4. handling of the information is necessary in order to protect a vital interest of the person concerned
5. handling of the information is necessary for the protection of the justified interest of TIJD VOOR TAAL IN UTRECHT or of a third party to whom the information is supplied, unless the interest of the fundamental rights and freedoms of the person concerned in particular the right to protection of personal privacy - prevails

TIJD VOOR TAAL IN UTRECHT sees to it that personal information is not handled further in a way that is inconsistent with the purposes for which it was obtained. In judging whether handling of this information is inconsistent as referred to in the first section, TIJD VOOR TAAL IN UTRECHT takes the following into account:

1. the relationship between the aim of the intended handling and the aim with which the information was obtained
2. the character of the information concerned
3. the consequences of the intended handling for the person concerned
4. the way in which the information was obtained, and the extent to which the person concerned is provided with appropriate guarantees

TIJD VOOR TAAL IN UTRECHT can use information for statistic purposes. In these cases TIJD VOOR TAAL IN UTRECHT will take measures to ensure the anonymity of the persons concerned.

Personal information will not be stored in a form that makes it possible to identify the person concerned any longer than is necessary for the realization of the aims with which it is

collected or subsequently handled. Personal information is stored longer if other regulations, such as the granting of subsidies, makes this necessary. In these cases the period of storage will be laid down in contracts with the client and will be made known to the participants.

TIJD VOOR TAAL IN UTRECHT only handles personal information insofar as it is sufficient, relevant, and not excessive with regard to the aims with which it is collected or subsequently handled.

TIJD VOOR TAAL IN UTRECHT handles the information correctly and accurately and takes the necessary measures to ensure this, considering the aims with which it is collected, or subsequently handled. The contracts of the teachers who work for TIJD VOOR TAAL IN UTRECHT stipulate whether access to personal information is allowed, and they are bound to secrecy regarding the personal information they become acquainted with, except insofar as any legal regulation obliges them to disclose or when the performance of their task leads to disclosure.

Section 272, paragraph 2, of the Criminal Code is inapplicable.

TIJD VOOR TAAL IN UTRECHT protects the personal information it possesses against loss or any form of unjustified handling by using the possibilities it has at its disposal. Non-computerized personal information is only at the disposal of the course supervisor who is responsible for his/her own files. Computerized personal information is only accessible to the persons directly involved by use of the current techniques.

Personal information is not used for the purpose of scientific investigation or statistics, unless

1. the investigation serves the public interest
2. handling is necessary for the delivery of statistics of clients or subsidization bodies and these are legally authorized to do this
3. asking explicit consent proves impossible or requires a disproportionate effort, and the execution is provided with such guarantees that the privacy of the person concerned is not disproportionately prejudiced. A number assigned by law for the identification of a person is only used in handling personal information pursuant to that law or for aims stipulated by law.

### **Information to the persons concerned**

Not later than the first personal contact (by which is not meant: making appointments by telephone for a first meeting) TIJD VOOR TAAL IN UTRECHT informs the person concerned before obtaining information from the person concerned, of the commission TIJD VOOR TAAL IN UTRECHT has received, the client, the goals with which the information will be handled and the way in which this will happen.

### **Access to the handled information**

The person concerned has the right to freely and at reasonable intervals approach TIJD VOOR TAAL IN UTRECHT with the request to inform him/her whether his/her personal information is being handled. Within four weeks TIJD VOOR TAAL IN UTRECHT informs the person concerned in writing, and if possible also verbally, whether his/her personal information is being handled.

This announcement contains a complete and comprehensible outline thereof, a description of the goal or goals of the handling, the categories of information regarding the handling and the recipients or categories of recipients, as well as the information available about the origin of the data.

If a third party is expected to object to supplying an announcement, TIJD VOOR TAAL IN UTRECHT gives that third party the opportunity to put forward his/her view if the announcement contains information that concerns him/her, unless this proves impossible or requires a disproportionate effort.

If requested TIJD VOOR TAAL IN UTRECHT will verbally communicate about the logic underlying the computerized handling of his/her personal information.

### **Alterations**

Persons who have been notified of the personal information concerning him/her can request TIJD VOOR TAAL IN UTRECHT to correct, complement, remove or protect this information, if it is inaccurate, incomplete or irrelevant for the goal or goals of the handling, or in any other way handled that is in conflict with a legal regulation. The request contains the alterations that should be made.

Within four weeks after receiving the request TIJD VOOR TAAL IN UTRECHT informs the petitioner either in writing or verbally to what extent he/she complies with this. A refusal will be motivated. TIJD VOOR TAAL IN UTRECHT ensures that a decision to correct, complement, remove or protect will be carried out as soon as possible.

If the information has been stored on a data medium that cannot be altered, TIJD VOOR TAAL IN UTRECHT ensures that the user of the information is informed of the impossibility to correct, complement, remove or protect, despite the fact that there are grounds for alteration of the information on the basis of this article.

If a weighty interest of the petitioner requires this, TIJD VOOR TAAL IN UTRECHT meets a request in anon-written form, adapted to that interest. TIJD VOOR TAAL IN UTRECHT ensures a

valid assessment of the identity of the petitioner. Requests regarding minors who have not yet reached the age of sixteen and persons in ward must be made by their legal representatives.

The announcement concerned is also made to the legal representatives. If, as a result of a request, TIJD VOOR TAAL IN UTRECHT has corrected, complemented, removed or protected personal information, it informs third parties to whom the information has been given previously as soon as possible of the correction, complementation, removal or protection, unless this proves impossible or requires a disproportionate effort. If asked, TIJD VOOR TAAL IN UTRECHT informs the petitioner to whom it has made the announcement.

For an announcement TIJD VOOR TAAL IN UTRECHT asks expenses of up to 4,50 Euro. The expenses will be refunded if TIJD VOOR TAAL IN UTRECHT at the request of the person concerned, on recommendation of the college for the protection of personal information, or at the judge's command, has corrected, complemented, removed or protected.

If information is subject to handling because this is necessary for the protection of the justified interest of TIJD VOOR TAAL IN UTRECHT or of a third party to whom the information has been disclosed, the person concerned can at any time lodge an appeal against this with regard to his/her own personal circumstances.

Within four weeks after receiving the appeal TIJD VOOR TAAL IN UTRECHT decides whether the appeal is justified. If the appeal is justified, it ends the handling immediately. TIJD VOOR TAAL IN UTRECHT asks expenses for dealing with the appeal. The expenses will be refunded if the appeal is found valid.

### **Lodging an appeal**

If an appeal has been lodged TIJD VOOR TAAL IN UTRECHT takes measures to end this form of handling immediately. If TIJD VOOR TAAL IN UTRECHT discloses personal information to third parties or uses it on account of third parties, it takes fitting measures to inform the persons concerned of the possibilities of lodging an appeal.

This announcement takes place in person or in writing. If information is regularly issued to third parties or used on account of third parties, the announcement takes place at least once a year. TIJD VOOR TAAL IN UTRECHT ensures that, if a message is sent directly to the person concerned, he/she is always informed of the possibility of lodging an appeal.

No one will be subjected to a decision which has legal consequences for him/her or which affects him/her considerably, if that decision was only taken on the basis of computerized handling of personal information, intended to form an image of certain aspects of his/her

personality. This does not apply if the decision concerned is taken within the scope of entering or carrying out an agreement and the request of the person concerned has been met, or fitting measures have been taken to protect his/her justified interest, or if the decision is based on a law in which measures have been laid down that protect the justified interest of the person concerned.

The person concerned is given the opportunity to bring forward his/her view regarding the decision. TIJD VOOR TAAL IN UTRECHT informs the person concerned of the logic underlying the computerized handling of his/her personal information.

TIJD VOOR TAAL IN UTRECHT can make restrictions inapplicable if this is necessary in the interest of:

1. national safety
2. the prevention, detection and persecution of penal offences
3. weighty economic and financial interests of the State and other public bodies
4. the supervision of the observance of legal regulations that have been laid down for the interests meant under b and c, or
5. the protection of the person concerned or the rights and freedoms of others.

**Explanation of the effectuation of this policy:**

The personal information mentioned includes:

Name, home address, date of birth, National Insurance Number, telephone numbers, email addresses, course of choice, previous education, record of attendance.

During the admission interview the personal information is recorded in the student's file. This file is kept in a locked file cabinet at the office.

Only teachers and other personnel have access to this file cabinet. As soon as a course has been completed, the files are cleared away and the personal information is kept in an archive.

After ten years this information will be destroyed.

The personal information, specifically the information for the hallmark, is kept digitally and is only accessible to the direction and administration.

All personal information, with the exception of the record of attendance, is kept digitally to be used in mailings. Address information is never made available for advertising purposes to a third party.

