

## **Delft University Fund Privacy Statement**

*This privacy statement was last updated on 24-05-2018*

Your privacy is very important to us. This privacy statement sets out what we at the Delft University Fund do with the information of yours that we process. Delft University Fund processes personal details and other data in accordance with the applicable legislation (currently, the General Data Protection Regulation). Your privacy is very important to us, and we handle your personal data with care.

Below, you can read exactly what you can expect from us and what rules we observe.

We ensure that the personal data which we process is treated confidentially. We will therefore process your personal data solely in accordance with the privacy legislation.

### **University Fund and benefactors**

You can register with the University Fund to become a benefactor or make a one-off donation. As a student (or alumnus), you can also receive financial assistance or be designated a prize winner. We keep a record of benefactors and contacts. We use your personal data to properly process donations or financial assistance. This processing is necessary for the contract we have with you. This is carried out according to the 'performance of contract' principle.

If a donation is from an alumnus of Delft University of Technology (TU Delft), we receive from TU Delft the following categories of personal data to facilitate the processing of donations and to inform benefactors about the activities of the fund: name and address, telephone number, email address, gender, date of birth, language preference, study details (for statistical and marketing purposes), career information and information on events that you have attended.

If you do not agree to this processing of your personal data as an alumnus, you may object (see also the 'Your rights' section). The exercise of this right is separate from unsubscribing from newsletters.

### **Newsletters**

We are keen to keep you informed about developments related to Delft University Fund and to thank you for your donations. We are also keen to invite you to events that we organise. This information is provided by post and email. The digital newsletter (by email) will be sent to you only if you have given us your consent to do so. You may withdraw this consent at any time; each email will contain an 'unsubscribe' link. We also indicate in each letter how you can unsubscribe from receiving such post.

### **Provision to third parties**

Records of beneficiaries and contacts are kept by TU Delft, but information on donations is not accessible to third parties. Under no condition will this information be provided to other companies or institutions, unless this is necessary for our services or if required by law (such as if required by the police if there is suspicion of a crime).

### **Security**

We take security measures to limit the misuse of and unauthorised access to personal data. For instance, we ensure that only the necessary persons have access to your data, that access to the data is restricted and that our security measures are regularly reviewed. In addition, we use secure connections for the safe transmission of your data and communications.

### **Retention periods**

The personal data that we process for the University Fund is retained by us just as long as required by law, i.e. seven years. If you would like us to remove your data earlier, please see the 'Your rights' section.

### **Changes to this privacy statement**

Should our way of working change, we will naturally update the privacy statement as well. Therefore, please always pay attention to the date given above and check regularly whether there are new versions. We will do our best to inform you of these changes separately as well.

### **Access, alteration and removal of your data: your rights**

Please contact us if you have any questions or would like to know what personal data of yours we have. The contact details can be found below. You have the following rights:

- Right of access to your personal data which we process
- Right to rectification
- Right to erasure(including outdated information)
- Right to withdraw consent for newsletters
- Right to object to certain use

When submitting a request, please remember always to indicate clearly who you are so that we can be certain we do not alter or remove the data of the wrong person. We will respond to your request within four weeks.

### **Submitting a complaint**

If you have a complaint about the processing of personal data, please let us know. Delft University of Technology has appointed a Data Protection Officer (DPO), who also supports Delft University Fund. This person is the internal supervisory officer and contact person for privacy within our organisation. The DPO can be reached for all your questions and/or complaints via the contact details below. The privacy legislation also gives you the right to submit a complaint to the national supervisory authority, known as the Dutch Data Protection Authority.

### **Contact details of Data Protection Officer**

J. van Leeuwen, LLM  
Delft University of Technology  
Stevinweg 1  
2628 CN Delft  
+31 (0)15 27 87 136 J.vanleeuwen@tudelft.nl

### **Contact details of University Fund**

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2628 ZC Delft  
ufonds@tudelft.nl  
+31 (0)15 278 6409