

## Privacy Statement

This Privacy Statement applies to all activities of EFS, Erasmus University Rotterdam (EFS). It provides the most relevant information on each individual topic.

EFS processes personal data. This privacy statement informs you about the purposes for which personal data are processed, how you can exercise your privacy rights, and other information that may be of importance to you.

EFS handles personal data carefully and acts in accordance with the law, including the Dutch Personal Data Protection Act (Wbp) and the General Data Protection Regulation (GDPR).

### Responsible party and responsibility

EFS is the responsible party within the meaning of the Wbp and GDPR. EFS considers it essential that the personal details of its course participants, employees and any other parties with a connection to EFS are handled and secured with the utmost care. As set out below, we are transparent about the ways your data are processed and will always comply with the requirements of the Wbp and GDPR.

### For what purposes does EFS process your personal data?

Any personal data EFS collects are used exclusively for its business operations and for ensuring proper performance of statutory and other tasks and duties relating to education and research.

The most important processes for which EFS processes personal data are:

- A. Course administration and support of education: recruitment and selection of new course participants; course participant administration; provision of internal and external information; registration of results; issuing of certificates, diplomas and degrees; compiling and performing agreements with students and course participants; customer engagement; relationship management and marketing; management reporting; handling of disputes, and audits.
- B. Operational and financial affairs: financial administration; managing purchasing and payment systems, and performing and managing IT procedures, legal affairs and other business operations. Recruitment and selection of new employees and candidates; human resources management; providing internal and external information; preparing and performing agreements with employees, customers, consumers, suppliers and business partners; customer engagement, relationship management, marketing and market research; health, safety and security; organizational analysis, development and management reporting, and settlement of complaints.
- C. Management support processes: access and management systems.
- D. General processes: web content management; physical and digital archiving; complaints procedures, appeals and objections.
- E. Academic and other research.

The personal data processed by EFS through its various websites include personal data obtained via contact forms. This processing is based on the relevant person's consent or a legitimate interest of EFS. All processes in which personal data are processed are registered in a processing activities register so that EFS has a complete and up-to-date overview of all data-processing processes.

## From whom does EFS collect personal data?

In the processes mentioned above, EFS collects data from the following categories of data subjects:

- Course participants
- Alumni
- Employees, including PhD students and applicants
- External parties, including temporary staff
- Visitors to the website(s)
- Research subjects

## Which personal data does EFS collect?

In each process, different personal data are collected. The most common data collected are:

- Name and address details (name, address, place of residence)
- Bank account number (IBAN)
- Phone number
- Date of birth
- Gender
- E-mail address
- Interaction data (e.g. information received when you contact us)
- Images (photos and videos)
- Study information, study progress and study results
- Research data

EFS usually collects data, including personal data, directly from you, but in some cases EFS also receives personal data via third parties to the extent permitted by law.

## Giving and withdrawing consent

Certain activities performed by EFS are possible only by using your personal details. These activities include using your e-mail address to send you newsletters, promotional e-mails or study details for research purposes. These data will be used only with your explicit consent. You will always be informed of the purposes for which data will be used, the specific data to be used and to whom such data will be provided. Any consent you give to EFS to use your personal data can be withdrawn at any time.

## How does EFS ensure personal data are handled confidentially?

EFS handles personal data confidentially. EFS has appropriate technical and organizational measures in place to protect personal data. EFS shares personal data only in accordance with this privacy statement. Data may be shared with third parties only if this is permitted and done carefully.

## Sharing data with third parties

EFS may engage third parties to perform certain agreed services on its behalf. In such cases, EFS will enter into a contractual processor agreement with such service providers to ensure confidential and careful handling of personal data.

Personal data will not be leased, sold or otherwise shared with or provided to third parties. EFS may share personal or other data with third parties if, for example, you have given consent or this is necessary for performance of an agreement.

EFS provides personal data to supervisory authorities or organizations responsible for combating fraud if this is required in order to comply with a statutory obligation.

If you do not agree with your personal data being processed in situations where this is required in order to comply with a statutory obligation or for performance of an agreement, performance of the agreement may be discontinued.

## How long will data be stored?

EFS keeps personal data in accordance with the provisions of the Wbp/GDPR and for no longer than strictly necessary in order to achieve the purposes for which the data were collected.

How can you inspect, correct or delete your data?

You can send a request to EFS to inspect or correct data. Please indicate clearly that this is a request for inspection or correction under the GDPR. You can also request EFS to delete your data. However, this is possible only if EFS can then still fulfil its legal obligations, including the statutory retention periods. Please note that you may be required to provide proof of identity. You can use the government's 'Kopie ID' app to make a secure copy of your identity document.

Any such request should be sent by e-mail to: [info@europesefiscalestudies.eu](mailto:info@europesefiscalestudies.eu).

You are also entitled to submit a complaint about the use of personal data to the Autoriteit Persoonsgegevens (Dutch Data Protection Authority).

## Technical security

EFS uses appropriate security technology in order to optimally protect personal data against unauthorized access or unauthorized use. EFS will report any abuse or attempted abuse to the appropriate authorities. EFS also has organizational measures in place to protect personal data against unauthorized access.

## Cookies and click behaviour

Our website collects general visitor data, such as data on the most frequently requested pages. The purpose of collecting these general visitor data is to optimize the website structure. EFS uses various tools to make the website function optimally and to make it more user-friendly, as well as to actively obtain feedback from users.

## Third-party privacy policy

The EFS website includes links to external websites. EFS does not accept responsibility for the use of personal data by these third parties. We advise you to contact these third parties for further information on their policy regarding the use of personal data.

## Questions

Please feel free to contact us if you have any specific questions or comments about our privacy statement as a result of this information. You can use the contact form on the website, send an e-mail to [info@europesefiscalestudies.eu](mailto:info@europesefiscalestudies.eu), or send a letter to Foundation European Fiscal Studies, P.O. Box 1738, 3000 DR Rotterdam, The Netherlands. EFS, Erasmus University

This translation is provided for your convenience. In the event of any discrepancy between the Dutch original and English translation, the provisions of the Dutch original will prevail.

Rotterdam

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