

## **Privacy statement, June 2018**

BISIS is committed to providing you with the best possible service. We need your personal data in order to make the service we provide as safe and efficient as possible. It is in your interest and ours to protect the security and confidentiality of your personal data. We also need to ensure that we operate in keeping with the legislation that sets requirements for the use of privacy-sensitive information.

We trust that this privacy statement will make clear to you why we collect certain information, how we use and store that information, with whom we are allowed to share it and what you should do if you wish to review or receive a copy of your personal data, correct it or arrange for it to be deleted.

## **Types of personal data we process**

We process the following types of data:

Family name, telephone number, email addresses, nationality, marital status, children's names, dates of birth and genders, documents pertaining to their education and any medical data relevant to their education.

Purposes for which we use the above data include the following:

- to execute our services and the financial settlement of those services
- to facilitate your contact with us via telephone, email, contact form, surveys, etc.
- to facilitate our correspondence with you

## **Legal grounds for processing your personal data**

We process your data on the following two legal grounds:

1. to comply with contractual obligations
2. your explicit consent

## **Visits to our website**

If you visit our website, we may store a limited amount of information on your computer for a short time in the form of a "session" cookie. This helps us to tailor our website to your personal needs and to make it more user-friendly. The information you have entered will only be saved for as long as you have your internet browser open. As soon as you close your browser, the cookie will be deleted.

BISIS also uses analytics cookies. Analytics cookies do not track the surfing behaviour of individual users. They are used to generate anonymous reports based on the behaviour of large numbers of visitors. These reports help us to improve and optimize our website. BISIS is not responsible or liable for the cookie use of third parties, such as websites to which the visitor can follow links from the BISIS website or any other websites visitors choose to use.

## **Enabling, disabling and deleting cookies**

If you do not wish to use cookies, you can disable the acceptance of cookies in your browser settings. Please be aware that without cookies, some features of this website may not work properly or may not work at all. You can only delete cookies yourself, as they are stored on your computer. Please consult your browser manual for instructions.

### **Sharing data with third parties**

BISIS will not sell your data to third parties and will only supply your data to others if this is necessary for the performance of our agreement with you or to comply with a legal obligation. We will enter into a processing agreement with any companies that process your data on our behalf to ensure the same level of security and confidentiality.

### **How long we store your data**

We will not store your data for longer than is necessary, and certainly not for longer than the statutory period of seven years. The length of time for which certain data are stored will depend on the nature of the data and the purposes for which they are processed.

### **Your rights**

You have the right to review or receive a copy of your data, correct it or arrange for it to be deleted. You also have the right to transfer data. That means that you can have the data that BISIS processes transferred to another party. If you wish to have the data BISIS holds deleted, this can be arranged provided that all your financial or other obligations towards BISIS have been met.

You can send your request via email to [g.heiligers@bisis.com](mailto:g.heiligers@bisis.com) or in a letter addressed to BISIS Consultancy B.V., Flight Forum 3830, 5657 DX Eindhoven, for the attention of Ms G. Heiligers. We want to be sure that you are the person making the request. We therefore ask you to attach/enclose a copy of your ID, in which your photo and citizen service number (*BSN*) have been blacked out. This is to protect your privacy. We will respond to your request as soon as possible but within four weeks at most.

### **Contact**

If you have questions or comments about our privacy policy or you have a complaint about the way in which BISIS processes your personal data, you are welcome to contact Ms G.I.B. Heiligers via email ([g.heiligers@bisis.com](mailto:g.heiligers@bisis.com)) or by calling +31 40 23 53 500. If you wish to submit a complaint about our privacy policy, you can do so via the Dutch DPA (*Autoriteit Persoonsgegevens*): [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

BISIS reserves the right to amend this privacy statement at any time without prior notification. Every amendment will be published on our website.

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