## Student Housing in Tilburg (SHT)

# **Privacy Statement**

Student Housing in Tilburg is responsible for the processing of personal data such as shown in this privacy statement.

#### **Contact details**

Email: studenthousingintilburg@gmail.com

## Personal data that we process

Student Housing in Tilburg (SHT) processes your personal data because you use our services and/or because you provided this information to us yourself.

Below you will find an overview of the personal data that we process:

- First and last name
- E-mail address
- Telephone number

## Special personal data

Student Housing in Tilburg (SHT) does not process special personal data, this is data that receives extra protection under the law.

Our service does not intend to collect data about persons under the age of 16, unless they have parental or guardian consent. However, we cannot verify whether a visitor to our online pages are older than 16. We therefore advise parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental permission. If you are convinced that we have personal data without that permission collected about a minor, please contact us at <a href="studenthousingintilburg@gmail.com">studenthousingintilburg@gmail.com</a>. We will delete this information within six months.

#### For what purpose and on what basis do we process personal data?

Student Housing in Tilburg (SHT) processes your personal data for the following purposes:

- To ensure that each individual completes our form only once, to avoid participants who complete it several times.
- To get respondents in contact with each other in order to create a network of support.
- To get in contact with respondents and ask them further questions about their answers (e-mail addresses).
- To be able to contact respondents about their experiences and upcoming actions (telephone numbers).

Student Housing in Tilburg (SHT) collects personal data directly from you, after you have given your consent. By providing this information to us, you agree that we may collect this information and process it.

#### **Automated decision making**

Student Housing in Tilburg (SHT) does not make decisions on matters based on automated processing that can have (significant) consequences for people. These are decisions that are made by computer programs or systems, without a person (for example, an employee of Student Housing in Tilburg (SHT)) in control.

## How long do we keep personal data?

Student Housing in Tilburg (SHT) does not store your personal data longer than is strictly necessary to achieve the set of goals for which reason we started collecting your data. We use the following retention periods for the following personal data:

Personal data	Retention period	Reason
First and last name	The shortest terms are as follows: a. Up to three months after the actions of Student Housing in Tilburg (SHT) have ended. b. Up to six months after filling in our form.	First and last name are collected to ensure that the form is only filled in once by each respondent. Also for the reason that we can put a name to the story and are able to distinguish between different persons.
Telephone number	The shortest terms are as follows:  a. Up to three months after the actions of Student Housing in Tilburg (SHT) have ended.  b. Up to six months after filling in our form.  This term can be extended by three months after explicit written consent by the respondent.	Telephone numbers are collected to get in contact with respondents and to invite them to further actions.  Because our campaign can take longer than three months, it can be possible that we ask for your written consent to keep the data for longer. If there is no follow up question about extending the terms of storage, expect the data to be removed.
Email address	The shortest terms are as follows:  a. Up to three months after the actions of Student Housing in Tilburg (SHT) have ended.  b. Up to six months after filling in our form.  This term can be extended by three months after explicit written consent by the respondent.	E-mail addresses are collected to keep in touch with the respondent, ask follow-up questions, send invites to events and to send updates about our actions. Because our campaign can take longer than three months, it can be possible that we ask for your written consent to keep the data for longer. If there is no follow up question about extending the terms of storage, expect the data to be removed.

#### Sharing personal data with third parties

Only provides personal data to third parties if this is necessary to comply with a legal obligation. On the social media and newsletters of Student Housing in Tilburg (SHT).Links may be included to other websites that do not belong to Student Housing in Tilburg (SHT). Student Housing in Tilburg (SHT) also uses third-party platforms and services, such as (but not limited to) Facebook and Google. We cannot be held responsible for the manner in which these parties handle personal data. We recommend reading the privacy statement of these websites before using these websites.

#### Cookies, or similar techniques, that we use

We use cookies and/or similar tracking technologies to track the activity on our service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze our service. The technologies we use may include:

- Cookies or Browser Cookies. A cookie is a small file placed on Your Device. You can instruct Your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some parts of our service. Unless you have adjusted your browser setting so that it will refuse cookies, our service may use cookies.
- Flash Cookies. Certain features of our service may use local stored objects (or Flash Cookies) to collect and store information about your preferences or your activity on our service. Flash Cookies are not managed by the same browser settings as those used for Browser Cookies. For more information on how You can delete Flash Cookies, please read "Where can I change the settings for disabling, or deleting local shared objects?" available at
  - https://helpx.adobe.com/flash-player/kb/disable-local-shared-objects-flash.html#main\_Where\_can\_I\_change\_the\_settings\_for\_disabling\_\_or\_deleting\_local\_shared\_objects\_
- Web Beacons. Certain sections of our service and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the company, for

example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "Persistent" or "Session" cookies. Persistent cookies remain on your personal computer or mobile device when You go offline, while session cookies are deleted as soon as you close your web browser. Learn more about cookies on https://allaboutcookies.org/.

We use both session and persistent cookies for the purposes set out below:

• Necessary / Essential Cookies

Type: Session Cookies

Administered by: Us

Purpose: These cookies are essential to provide you with services available through the website and to enable you to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these cookies, the services that you have asked for cannot be provided, and we only use these cookies to provide you with those services.

• Cookies Policy / Notice Acceptance Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These cookies identify if users have accepted the use of cookies on the website.

• Functionality Cookies

Type: Persistent Cookies

Administered by: Us

Purpose: These cookies allow us to remember choices you make when you use the website, such as remembering your login details or language preference. The purpose of these cookies is to provide you with a more

personal experience and to avoid you having to re-enter your preferences every time you use the website.

#### View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your given consent for data processing or to object to the processing of your personal data by Student Housing in Tilburg (SHT) and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have from you in our computer file to you or to another prefered organization.

You can request access, correction, deletion, data transfer of your personal data or send a request for withdrawal of your consent or objection to the processing of your personal data to <a href="mailto:studenthousingintilburg@gmail.com">studenthousingintilburg@gmail.com</a>.

To ensure that the request for access has been made by you, we ask you for a copy of your identification to be sent as proof of identity along with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) should always be blacked out. This is to ensure your own privacy. We will respond as soon as possible, at least within four weeks of your request.

Student Housing in Tilburg (SHT) would also like to point out that you have the opportunity to submit a complaint with the national supervisory authority, the Dutch Data Protection Authority. You can do that via the following link: <a href="https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons">https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons</a>

# How we protect personal data

Student Housing in Tilburg (SHT) takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your data is not properly secured or if there are indications of misuse, please contact us via <a href="mailto:studenthousingintilburg@gmail.com">studenthousingintilburg@gmail.com</a>.