

Privacy Statement for Course Participants

Windesheim University of Applied Sciences processes a lot of personal data of its course participants. We also exchange data between various parties (e.g. lecturers) to be able to give our course participants the best possible support and guidance in their learning process. Windesheim attaches great value to exercising due care in sharing information as well as to transparency, so course participants can see for what purposes and by whom their data is used. This privacy statement outlines the measures taken to achieve this.

Personal data storage and processing is necessary for the performance of our operational processes. However, this should be done with the utmost care, since misuse of personal data can cause great damage not only to course participants, employees and other parties involved, but also to the university itself. This is why we think it's of great importance to adequately protect the data provided to us and use them for their intended purpose. Windesheim's Executive Board is responsible for adequate processing of personal data. Moreover, each individual employee and course participant is responsible for exercising due care in dealing with other people's personal data.

Windesheim has appointed a data protection officer, who is responsible for internal monitoring of observance of the current privacy laws and also gives advice. Ms. Anita Polderdijk is Windesheim's data protection officer. She can be contacted by email at: FG@windesheim.nl.

Purposes and basis

We process your personal data because you have signed a course contract with Windesheim. Windesheim processes your data to be able to provide high-quality education, monitor your course progress and supervise your learning process in the best possible way. In doing so, we process only data that are relevant or necessary to meet our statutory obligations.

To ensure data security and adequate operation of our systems, we also monitor the use made of our ICT facilities. The method of monitoring and accessing this data at the individual level is documented in the 'Integrity Code for ICT staff' and the 'ICT Regulations for Students'. These regulations are applicable to course participants as well.

Access to personal data

Windesheim observes the need-to-know principle for data access. Access is limited to the data individuals need to carry out their specific task. There are specific authorization profiles for individuals charged with for instance course participant administration, teaching/lecturing and supervision of course participants. For example, lecturers can access only the data of course participants in their own classes.

Windesheim makes an email address book available to its staff, students and course participants containing the Windesheim email addresses of Windesheim staff, students and course participants. It's up to you to decide what other information you wish to share through this address book.

Data provision to third parties

Windesheim does not provide any data to third parties, unless our service provision to you necessitates this. Your data is not lent, rented out or sold, nor published in any other way.

Retention periods

Windesheim will not keep records of your personal data any longer than necessary to achieve the aforementioned goals. Windesheim will delete personal data when its retention period has expired, unless the data is to be used for historical, statistical or scientific purposes. If that is the case, we will

keep records of the data in our files. Windesheim uses the 'Selection list for Universities of Applied Sciences' as the basis for retention and deletion periods.

If personal data is processed following your permission, you always have the right to withdraw your permission. In that event, the data will be processed only to meet a statutory obligation. If no such obligation exists, the data will be deleted.

Your rights

You have various rights in regard to your personal data: the right of inspection, rectification, removal, protection, transferability and the right to object to processing of your personal data. Should you wish to exercise these rights, please contact Windesheim's educational-affairs legal department by email: onderwijsjuristen@windesheim.nl. You can also submit a request there.

Do you feel that Windesheim generally fails to observe proper procedure in processing your personal data? Then you may wish to file a complaint in writing with the data protection officer (FG@windesheim.nl). Does your complaint not produce the desired result? Then the option of submitting a complaint to the Dutch Data Protection Authority is open to you.