

Privacy statement (prospective) students

ROC Ter AA processes your data. We believe it is important that we handle your data properly and carefully. Not only to comply with our obligations from the General Data Protection Regulation, but also because we deem the proper handling of your personal data of great importance. It is explained in this privacy statement how we handle your data.

Why we process your data

As an educational institution, we have a number of obligations towards you. In order to be able to properly fulfil those obligations, we need various data from you that we subsequently process. We only conduct the processing of this data, however, for the purposes that are related to your studies. These purposes comprise:

- provide education, assistance for students, and advice on studies
- provide or make available teaching materials
- the calculation, establishment, and collection of enrolment fees, study fees, and tuition, and contributions or reimbursements for teaching materials and extracurricular activities
- the handling of complaints and the exercise of audits
- the implementation or application of legislation and regulations
- the announcement of activities of the educational institution and its classes on the own website and social media, as well as information about students on the website
- security
- to maintain contact with former students and to forward information to former students

How we obtain the data

We obtain most data directly from you (or from your parents if you haven't reached the age of sixteen yet). In addition, some data may be obtained, for example, from the educational institution where you were registered before, the municipal and/or compulsory education inspection, and the institutions that provide for your care.

If you refuse to provide the information we require, we may, depending on circumstances, not be able to fulfil our obligations as an educational institution. That is why the provision of this data is a condition for studying at ROC Ter AA.

What data we process

The data we process is:

- name, last name, and contact information
- date of birth and gender
- nationality and place of birth
- financial data
- parents/custodian
- BSN number (social security number)
- administration number
- prior education, courses, and level of training
- progress of studies and guidance programme
- visual material, with or without sound
- other data the processing of which is required by the law or that are necessary to be able to apply a legal arrangement

** By 'student' is also intended 'participant'.*

Upon own request and with your express consent (or that of your parents in case you have not reached the age of sixteen yet) we can also process other data of yours, such as medical data or information about religion or belief system. This may regard transmitting that you suffer from epilepsy or dyslexia, for example. This allows us to respond better in case of emergencies, for instance, or to offer you the assistance you need.

Grounds for the processing of data

We only process your data if we can base the processing on at least one of the grounds below:

- it is necessary to be able to implement the education contract we have with you
- it is necessary to be able to comply with a legal obligation. This may regard the forwarding of your data to the administrative agency DUO, for example
- it is necessary to be able to protect your vital interest. That may be the case with the example of epilepsy
- it is necessary to be able to defend a legitimate interest
- it is necessary to be able to carry out a task of public interest or of public authority
- when you have granted permission. You can always withdraw the permission you granted by sending your request to privacy@roc-teraa.nl

Who has access to the data

Not everyone has access to your data. Access will only be granted to the persons who need access for the purposes listed above or in the event the law requires such.

Retention terms

Your data is removed no later than two years after your disenrollment, unless it is necessary to keep the data longer to comply with a legal retention obligation or in case you have granted permission to keep the data longer.

Your rights

According to the General Data Protection Regulation, you have a number of rights that we would like to you inform you of. It regards the following rights:

- the right to peruse your data
- the right to be forgotten
- the right to information
- the right to have your data transferred
- the right to modify the data of yours that are processed
- the right to have fewer data processed on you
- the right not to be subject to computerised individual decision-making/profiling
- the right to object against the processing of your data

In case you want to exercise your rights (or your parents want to exercise your rights on your behalf, because you are not sixteen yet) you can submit a request to us. You can do so by sending an e-mail to privacy@roc-teraa.nl. We naturally do our very best to heed your request, but sometimes this is not possible. This may regard, for example, data we may not remove because we are legally obliged to retain the data longer.

We will provide information within one month after receipt of your request regarding the response we will give to your request. This term can, if necessary, be extended by two months in case, for instance,

** By 'student' is also intended 'participant'.*

we have received many requests at the same time or if the request is complex. Of course we will always keep you timely informed if such is the case.

Complaints

In the event you hold we may possibly not observe the rules from the General Data Protection Regulation, you can submit a complaint to us by sending an e-mail to privacy@roc-teraa.nl. You also can send a message to this e-mail address if you do not agree with a decision, in case you have questions about your privacy, or if you wish to contact our data protection officer. In case you have a complaint about the data protection officer, you can address the executive board '*College van Bestuur*'.

If, following the processing of your complaint or request, you do not agree with the result, you can take recourse to the monitoring authority of 'Autoriteit Persoonsgegevens'. You can find more information concerning on www.autoriteitpersoonsgegevens.nl.

Modification of this privacy statement

In case we wish to modify this privacy statement, we will announce this at least one month in advance on our website. It is necessary, therefore, that you regularly visit the website, so you remain informed of how we handle your data and privacy.

Contact information

ROC Ter AA
Keizerin Marialaan 2
5702 NR HELMOND

Postal address:
Postbus 490
5700 AL HELMOND

Central phone number: 0492-507900
Website: www.roc-teraa.nl
E-mail: info@roc-teraa.nl

Officer for data protection: Khadija Alouch
E-mail: privacy@roc-teraa.nl

Controller: College van Bestuur (executive board)

* By '*student*' is also intended '*participant*'.