

Privacy Statement

Applicability

The N.W. Posthumus Institute (henceforth: NWP) is the Research School for Economic and Social History in the Netherlands and Flanders. The housing of the administrative office changes every five years. As of 1 July 2021, the Department of History and Art History of Utrecht University hosts the administrative office of the N.W. Posthumus Institute. Hence, the NWP will be part of Utrecht University from 1 July 2021 until 1 July 2026. NWP's privacy statement therefore should be read in combination with [the general privacy statement of Utrecht University](https://www.uu.nl/en/organisation/privacy-statement-utrecht-university) (see: <https://www.uu.nl/en/organisation/privacy-statement-utrecht-university>).

The NWP respects your privacy and ensures that your personal data are processed in accordance with relevant laws and regulations. In this statement we inform you about the way in which the NWP handles your personal data, to which purposes and on which principles this handling will be based, how your personal data are processed, which rights you have when your personal data are processed and whom to contact in case you have any questions or requests about your privacy.

What are personal data?

Personal data are data that provide information about identified or identifiable natural persons, as defined by the [General Data Protection Regulation](http://data.europa.eu/eli/reg/2016/679/2016-05-04) (henceforth: GDPR; see <http://data.europa.eu/eli/reg/2016/679/2016-05-04>), in the Netherlands implemented in the [Algemene Verordening Gegevensbescherming](https://op.europa.eu/s/peAG) (henceforth: AVG; see <https://op.europa.eu/s/peAG>) and the [Uitvoeringswet Algemene verordening gegevensbescherming](https://wetten.overheid.nl/jci1.3:c:BWBR0040940&z=2018-05-25&g=2018-05-25) (henceforth: UAVG; see <https://wetten.overheid.nl/jci1.3:c:BWBR0040940&z=2018-05-25&g=2018-05-25>).

Processing of personal data by the NWP

The NWP processes the following data that can be seen as your personal data:

- name
- correspondence address
- date of birth
- e-mail address
- your affiliation with educational institution(s)
- details on your education history

Processing purposes

The NWP processes your personal data for the following purposes:

- a) to perform one or more agreements we entered into with you, such as the agreement to participate in educational and research activities;
- b) to keep the accounts and books, including other internal management activities;
- c) to calculate, record and collect sums due, including passing on claims the third parties for collection;
- d) to be able to contact you and to respond to questions you have asked;
- e) to inform you about new activities and/ or services and offers issued by the NWP (our legitimate

- interest);
- f) to handle your requests for information;
 - g) to send digital newsletters by email;
 - h) to improve the website and services of the NWP NWP (our legitimate interest);
 - i) to meet statutory obligations, such as administration and retention obligations;
 - j) to hear disputes and to have audits performed NWP (our legitimate interest);
 - k) to use professional and personal data on research projects for exposure purposes, for instance on the website and in annual reports;
 - l) to perform post-training tracking of alumni NWP (our legitimate interest).

Without your consent, your personal data will not be processed for any purpose that is incompatible with any of the purposes mentioned above.

Processing principles

The N.W. Posthumus Institute processes your personal data on the basis of one of the following principles:

1. you have given permission for processing of your personal data;
2. the processing is required for the performance of an agreement to which you are a party, or to take measures, at your request, before the agreement is entered into;
3. the processing is required to fulfil a statutory duty the NWP is subject to;
4. the processing is required to represent our legitimate interest. If this is the case, we have marked such processing in the above list of processing purposes. We have weighed our legitimate interests against the risks to your fundamental rights and freedoms, and we came to the conclusion that NWP's legitimate interests in these cases prevail;
5. the NWP is required to do so by law or by court order.

Exchange of data with third parties

It may happen that the NWP shares your personal data in the context of the performance of NWP's tasks with third parties outside Utrecht University. The NWP provides your personal data in the context of performance of NWP's tasks, to the following third parties:

- the university or institution you are affiliated with;
- local organizers from the university or institute involved in the research training activities of the NWP or the ESTER international programme;
- local organizers from other universities or institutes involved in the research training activities of the NWP or the ESTER international programme.

If the NWP shares your personal data with any third party that processes data according to instructions issued by the NWP, the NWP will enter into a processing contract with that third party, meeting the requirements laid down in applicable privacy laws and regulations.

The NWP does not provide personal data to third parties that will use these data for their own purposes, unless this will be required to fulfil statutory obligations or unless you have provided prior consent to provide this data.

Special categories of personal data (as defined in the GRDP and/or AVG and/or UAVG) may only be processed if all conditions specified by applicable law are met or if any of the exceptions defined in applicable laws or regulations applies.

If a third party from outside the European Economic Area should process any personal data, the NWP will take adequate measures to ensure an appropriate security level.

Mandatory and voluntary provision of data

In case the NWP will ask you to provide personal data, the NWP will clearly state whether data provision is either voluntary or mandatory and which implications apply in case data will not be provided by you. The basic rule of the NWP is to ask no more personal data than are strictly required for the purpose concerned.

Automated decision-making and profiling

The NWP does not make use of profiling in combination with automated decision-making.

Retention period

Your data will not be stored any longer than necessary. If statutory retention periods apply for the relevant personal data, we will observe those periods. In the event statutory and agreed upon retention periods should differ, the longer period will be applicable. Should you want to have your personal data erased at an earlier stage, this could be done in certain circumstances. Please refer to the heading 'Your Rights'.

Your rights

Utrecht University and the NWP respect the rights that you have pursuant to current data protection laws and regulations. NWP will see to it that the information provided to and the communication with you is concise, accessible and understandable, using clear and simple language, adjusted to the target group.

To be concise, you have the right to access to your personal data, to request rectification or erasure of your personal data, to restriction of processing activities concerning you, and to object to the processing of your personal data (in case the processing is based on our legitimate interest). If we process your personal data on the basis of your consent, you have the right to withdraw your consent at any time (without affecting the lawfulness of the processing based on consent before its withdrawal). You also have the right to lodge a complaint with the supervisory authority, the Autoriteit Persoonsgegevens (www.autoriteitpersoonsgegevens.nl).

For more information on your rights, please also consult [the general privacy statement of Utrecht University](https://www.uu.nl/en/organisation/privacy-statement-utrecht-university) (<https://www.uu.nl/en/organisation/privacy-statement-utrecht-university>) or contact us via:

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Data Privacy Officer and Complaints

If you are of the opinion that the statutory provisions for the protection of privacy or the provisions of these regulations are not correctly complied with in your case, you can submit a written complaint to the DPO (privacy@uu.nl) or via the usual postal address: Utrecht University, attn. the Data Protection Officer, PO Box 80125, 3508 TC Utrecht, The Netherlands). We kindly ask you also to send a copy of that letter to: N.W. Posthumus Secretariat, att. Office Manager, Drift 6, 3512 BS, Utrecht, The Netherlands, posthumus@uu.nl.

Latest update: Utrecht, 16 July 2021