



Privacy protocol HSV

1. Introduction
This protocol is about the Haagsche Schoolvereniging.
2. Definitions
 - a) Personal data: any information about an identified or identifiable natural person;
 - b) Processing of personal data: any act or set of actions relating to personal data, including in any case collecting, recording, organizing, storing, updating, modifying, retrieving, consulting, using, providing by means of transmission, distribution or any other forms of making available, bringing together, relating to each other, as well as the protection, erasure or destruction of data;
 - c) Special personal data: a personal data that says something about someone's religion, philosophy of life, race, political opinion or his health;
 - d) The person concerned: the person to whom a personal data relates, whether or not represented by his legal representative. This protocol is about the pupils;
 - e) Legal representative: if the person concerned has not yet reached the age of sixteen years, the person concerned will be represented by his legal representative. Usually this will be a parent but this can also be a guardian;
 - f) Responsible: the responsible authority determines which personal data are processed and what the purpose of that processing is. That is to say: the executive director.
 - g) Processor: the person who processes personal data on behalf of the controller, without being subject to his direct authority;
 - h) third party: anyone who is not the person concerned, the controller, the processor, or any person who is authorized to process personal data under the direct authority of the controller or the processor;
3. Scope and objective: this protocol is about rules on the processing of personal data of pupils of the HSV. This protocol aims:
 - a. to protect the personal privacy of data subjects against the wrong and unintentional use of the personal data;
 - b. to determine which personal data are processed and for what purpose this is done;
 - c. to ensure the careful processing of personal data;
 - d. to guarantee the data subject's rights.
4. Purposes of the processing of personal data: in the processing of personal data, the HSV adheres to the relevant legislation, including the Personal Data Protection Act.
5. Goals: the processing of personal data takes place for:
 - a. the organisation or teaching, the supervision of pupils, participants or students, or the provision of study advice;
 - b. providing or making available learning materials;
 - c. publishing information about the organisation and learning materials referred to under a and b, as well as information about the pupils, participants or students referred to in the first paragraph, on their own website;
 - d. publishing the activities of the institution or institute on its own website;
 - e. calculating, recording and collecting registration fees, school fees and lesson fees and contributions or fees for learning materials and extracurricular activities, including placing claims in the hands of third parties;
 - f. dealing with disputes and exercising auditing;

- g. maintaining contacts with former pupils, former participants or former students of the responsible person;
 - h. the implementation or application of another law.
6. Exception from reporting obligation: the data processing operations referred to in Article 4 are covered by the AVG exemption decision and do not have to be notified to the Dutch DPA.
 7. Purpose limitation: personal data will only be used to the extent that such use is compatible with the specified purposes of the processing. The school does not process more data than is necessary to achieve those set goals.
 8. Basis of processing: processing of personal data only takes place on the basis of:
 - a. Permission: in case the data subject has given unambiguous consent to the processing
 - b. Agreement: in the event that data processing is necessary for the performance of an agreement to which the party concerned is party, or for taking pre-contractual measures in response to a request from the data subject and which are necessary for the conclusion of an agreement
 - c. Legal obligation: in case the data processing is necessary to comply with a legal obligation to which the HSV is subject
 - d. A vital interest
 - e. Public-law task: in the event that data processing is necessary for the proper performance of a public-law task by the relevant administrative authority or the administrative body to which the data are provided
 - f. Justified interest
 9. Retention periods: the HSV does not retain the data any longer than is necessary for the fulfillment of the purpose for which it was obtained, unless there is another legal obligation that makes the retention of the data mandatory.
 10. Access: the HSV grants access only to the personal data entered in the school's records and systems to:
 - a. the processor and the third party under direct authority of the HSV;
 - b. the processor who is authorized to process personal data;
 - c. third parties that must be granted access by virtue of the law, whereby only access is granted to the data to which access must be granted according to the law.
 11. Security and confidentiality:
 - a. The HSV takes appropriate technical and organisational security measures to prevent the personal data from being damaged, lost or unlawfully processed. The measures are also aimed at preventing unnecessary collection and further processing of personal data.
 - b. The HSV ensures that employees have no longer access to the personal data than strictly necessary for the proper performance of their work.
 - c. The security measures take into account the state of the art and the costs of implementation. In doing so, the school takes account of the specific risks that may apply to the processed personal data.
 - d. Anyone who is involved in the implementation of this protocol, and who thereby obtains access to personal data that is confidential or must be kept secret (such as, for example, healthcare data), and for whom there is no obligation of confidentiality by virtue of an appeal, position or statutory provision, is obliged to maintain the confidentiality of that personal data.
 12. Providing data to third parties: if there is a legal obligation to do so, the HSV may provide the personal data to third parties. The provision of personal data to third parties can also take place after permission from the person concerned.
 13. Social media: for the use of personal data in social media, separate agreements have been made in HSV's 'social media protocol'.
 14. Rights of data subjects: The AVG gives the data subject a number of rights. The HSV recognizes these rights and acts in accordance with these rights.
 - a) Access: each person involved is entitled to inspect the personal data processed by the HSV that relate to him / her. The HSV may attach a cost price of up to € 5 to this request. If the request is rejected, no costs will be charged. The HSV can ask for a valid proof of identity to verify the identity of the applicant.

- b) Improvement, addition, removal and protection: the person concerned may request the correction, addition, removal or protection of his personal data, unless this proves impossible or would require an unreasonable effort.
- c) Opposition: insofar as the HSV uses personal data on the grounds of Article 8 under e and f, the data subject may object to the processing of personal data on the basis of his personal circumstances.
- d) Deadline: the HSV must respond to this in writing within a period of 4 weeks after receipt of a request or must reject it in writing, stating reasons. The HSV can inform the person concerned that more time is needed and extend this period by a maximum of 4 weeks.
- e) Executing request: If the request of the person concerned is honored, the HSV will ensure that the requested changes are implemented as quickly as possible.
- f) Withdrawing permission: in so far as prior permission is required for the processing of personal data, this permission can be revoked at any time by the legal representative.
15. Transparency: the HSV informs the person concerned about the processing of his personal data. If the type of processing requires this, the school informs each individual about the details of that processing separately. The HSV also informs the person concerned about the agreements made with third parties and processors who receive the personal data of the data subject.
16. Complaints: if someone thinks that the action or omission of the HSV is not in accordance with the AVG or as elaborated in this protocol, then one should turn to the personal data protection officer. If this does not lead to agreement, one can also turn to the judge or the Data Protection Authority.
17. Unforeseen situation: if a situation arises that is not described in this protocol, the responsible person takes the necessary measures.
18. Protocol changes: this protocol is determined by the executive director after approval of the (G) MR. The executive director makes publishes this protocol via the website. The executive director has the right to change this protocol after consent of the (G) MR.
19. Final Provision: this protocol is cited as "the privacy protocol" of the HSV and comes into effect on 1 April 2018