

Privacy Declaration (June 2018)

Internationale Stichting Masterclass Apeldoorn

This is the privacy declaration of ISMA Nederland, located in Ugchelen/Apeldoorn. With this privacy declaration the ISMA informs those involved and its relations on how the ISMA handles the protection of personal data.

Contact details

The ISMA can be reached via the following common channels: Website: www.masterclass-apeldoorn.nl The ISMA has appointed the board's secretary, in the person of Esther Schut, as the person responsible for the handling and protecting of personal data. She can be reached via secretary@masterclass-apeldoorn.nl.

Personal data

De ISMA handles personal data because its services are used and/or because these data are submitted to us. Below you will find an overview of the personal data that could be handled:

- First name and surname
- Address
- Postcode
- Town
- Land
- Phone number
- Email address
- Date of birth
- Saved data regarding payments (bank account number and name of account holder)
- Curriculum Vitae
- Photo

With what goal do we handle personal data

The ISMA handles personal data for the following goals:

- The registration as participant/ host family
- The payment of the participant's fee
- Composing the programme booklet, leaflets, posters, press releases, website, Soundcloud and Facebook messages
- Sending emails and digital newsletters
- To make available the contact details to participants and host families. This is only available in the private part of the website. Only for and during the Masterclass week. Exclusively opened via user name and password.

How long do we save personal data

The ISMA saves your personal data only for the time necessary to realise the goals for which your data is being collected. The following retention periods apply after ending participation as student, host family, teacher, coach:

- Name, address, town 5 years,
- Email address, 5 years,
- Phone number, 5 years,
- Bank account number, 5 years,
- CV and photo, 5 years

Sharing personal data with third parties

The ISMA only provides personal data to third parties when this is necessary for the execution of our agreement with participants and contractors or to meet legal obligations. During ISMA activities photos and recordings will be made which could be posted on the website, Soundcloud, and/or Facebook. Participants of ISMA activities give consent for posting images and audio content when registering, unless they object.

Cookies or similar technologies

The ISMA does not use cookies or similar technologies that require specific authorisation/approval.

Consulting, changing or removing data

Everyone has the right to consult their personal data, to make changes or to have them removed. Also, there is the right to revoke your consent for the handling of data or to object to the handling of your personal data by the ISMA, and you have the right to data transmission. This means that you can submit a request to have the personal data we have of you sent to you in a computer file. You can request a consult, correction, and/or removing of your personal data and/or the transfer of it, and/or request to revoke your consent or objection of handling of your personal data via the aforementioned board member. To be sure that the request to consult personal data is done by you we ask you to send a copy of your identity card along with the request. In this copy, please make your picture, the Machine Readable Zone (numbers at the bottom of your passport), passport number and citizen service number (BSN) illegible. This in order to protect your privacy. We will respond as soon as possible to your request.

How we secure personal data

The ISMA takes securing personal data seriously and takes fitting measures to prevent misuse, loss, unauthorised access, unwanted publication, and unauthorised changes. The personal data are saved in an Excel file on the desktop computer of the secretary's office. This has an Internet connection and antivirus software. A part of this file (no bank account data) is shared with board members if this is necessary for execution of our activities.

There also is a file with a list of participants, containing name, town, Phone number, email address and instrument. This file is solely for participants, host families and organization, and is only accessible in a secured section of the website www.masterclass-apeldoorn.nl. User name and password are necessary in order to access this file. If you have the idea that your data is not protected sufficiently, or if there are signs of misuse of the data, please contact us via secretary@masterclass-apeldoorn.nl

Contact and complaints

If you are not satisfied with the protection of your personal data or the way in which this privacy declaration is carried out, we would like you to inform the ISMA. If the processing of this complaint is not satisfactory, you can get in touch with Autoriteit Persoonsgegevens, to be reached via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons>