



## **Netherlands Heart Institute Privacy Policy**

*We respect your privacy. Our policy is to register as little information as possible. We keep the information no longer than is strictly necessary. We take all technical and policy measures to ensure your data is safe with us. We do not share any of your data with anyone.*

### When you register for one of your events

We ask for the information we need to organise the event, send you the programme and send you an evaluation form after the event.

After the evaluation has been completed the details of the participants will be deleted.

During your registration you have been asked if you want to subscribe to our newsletter. If you have selected that option, your e-mail address will be added to the list. See below.

### When you visit our web site

The public web site of the Netherlands Heart Institute does not use cookies, does not log ip-addresses and does not use google analytics or any comparable tool.

Web sites of our projects and studies may have a different approach to privacy. If so, this will be mentioned explicitly on that site.

### When you visit our office

We have video surveillance in our office. Images from the cameras are kept for 28 days and then deleted automatically.

In case the images show suspects or victims of crime, the images may be kept longer. In fact, they may be kept until the end of legal proceedings which could be several years.

### When you subscribe to our e-mail newsletter

We will register your e-mail address with the purpose of sending you our monthly newsletter.

You can unsubscribe at any time.

We use Mailchimp to send our newsletter. We have a GDPR-compliant agreement with Mailchimp to protect your data.

### When you send us an invoice or claim expenses

We will keep a copy of your claim or invoice for up to 12 years. In our financial systems we will register your bank account, name, address and details of the amount claimed or invoiced.

### If you apply for a job with us

We will keep your application letter, your CV and your contact details as long as you are part of the application procedure. As soon as you withdraw your application, or we decide not to hire you, we will delete all your data.

### If you choose to work for us

If you work for us we will register all the information we need to pay your salary, to pay for your pension, etc. This includes your bank account, social security number (BSN nummer), address, etc. We also store a copy of your passport as this is a legal obligation for any employer.

As far as necessary we will share data with our service providers such as the salary administration, pension fund and our corporate doctor (bedrijfsarts). With these providers we have GDPR-compliant agreements protecting your privacy.

This information will be kept for 7 years after your employment ends.

### If you want to correct or delete your data

At any time you can get a copy of all the data we store on you. Just send an e-mail to [info@heart-institute.nl](mailto:info@heart-institute.nl) requesting a copy of the information we store on you. We may ask you for proof of identity to make sure we give the right data to the right person. You can request us to correct or delete any of the data we have on you.

Except... in some cases we are under legal obligation to store data. For example, if you work for us we are obliged to keep a copy of your passport.

### We do not share your data

We do not share your data with anyone unless there is a legal obligation to do so.

### Protecting your data

We have taken all the necessary technical and policy measures to keep your data safe. Contracts with our employees and suppliers all demand them to act in accordance with the GDPR.

### Complaints or questions

If you have any complaints or questions concerning your privacy, please contact [info@heart-institute.nl](mailto:info@heart-institute.nl)

We have an official for data protection, Patrick de Bruijn. You can reach him at [patrick.de.bruijn@heart-institute.nl](mailto:patrick.de.bruijn@heart-institute.nl)

You can also raise your concerns with the *Autoriteit Persoonsgegevens*, see <https://autoriteitpersoonsgegevens.nl/en>

### Data leak policy

Please check our website or e-mail [info@heart-institute.nl](mailto:info@heart-institute.nl) for a copy of our latest data leak policy.

Utrecht, 3 December 2018.