

Privacy statement Studio Europa Maastricht

Studio Europa Maastricht (SEM) aims to position Maastricht as a meeting place for citizen dialogue and debate and establish a Centre of Excellence for research on Europe and European integration. With our unique expertise and network, we create a place to discuss and work on Europe. For everyone.

Our focus is on research, stories and the heritage of Europe. We invite everyone to join us and carry on building the Europe that was created with the Maastricht Treaty.

We are supported by the partners of the Maastricht, Working on Europe programme: the Province of Limburg, the City of Maastricht and Maastricht University.

The coordination of SEM is hosted by Maastricht University (UM).

Protecting your privacy is important to both SEM and UM. Therefore, SEM treats your data with care. SEM is the controller of your personal data. This privacy statement explains how SEM handles personal data.

This privacy statement is specifically for SEM. The UM has also a general privacy statement, which you can find on: www.maastrichtuniversity.nl/about-um/um-general-privacy-statement.

What personal data does SEM process?

SEM processes your personal data by using our services and / or by providing it to us.

Below is an overview of the personal data we process:

- First and last name
- Date and place of birth
- Address, postal code, city
- Email address(es) and telephone number(s)
- Account data: login details, social media accounts, IP addresses
- Location data: logging data, IP address, building access data

Newsletter

SEM sends SEM news and messages to our relations by email on a monthly basis. You can send an email to events@maastrichteurope.nl if you want to unsubscribe. This option is provided in the newsletters themselves.

In order to be able to measure the efficiency and relevance of the above-mentioned newsletters, statistics are kept on the interaction between the recipients and the information sent.

Taking photos and recording video

During events and meetings organized by SEM photos may be taken and videos may be recorded. This is announced in advance and / or on site by the SEM.

Depending on the circumstances under which the photos and videos are made, SEM has a legitimate interest (journalistic purpose) in taking such photos and videos. In other cases, consent will be requested for making and publishing video recordings.

How does SEM receive personal data?

SEM receives personal data directly from you or from a third party that is authorised or required to share this personal data with SEM.

Lawful basis for the processing of personal data by SEM

Whenever SEM processes your personal data, it does so with a lawful basis for processing. A lawful basis for processing is the grounds for processing personal data.

SEM primarily processes your personal data to perform its public tasks in the field of the provision of academic education and research. SEM processes your personal data for the following purposes:

- to contact you if necessary, to provide information on the activity or event you wish to attend by one of our partners;
- to inform you about changes to the activity or event you wish to attend and to inform you about upcoming events;
- for survey purposes;
- SEM also processes personal data if we are legally obliged to do so

However, SEM may also process your personal data:

- to perform a contract with you;
- to comply with a statutory obligation;
- to protect your vital interests or the vital interests of a third party;
- to serve the legitimate interests of SEM, UM or a third party;
- with your consent.

Sensitive personal data are data that are special in nature. For example, these can be data that reveal your race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or sexual orientation. The term sensitive personal data also includes data about your health, genetic data or biometric data through which you can be identified (e.g. a fingerprint).

SEM only processes sensitive data when it is permitted to do so by law.

Further processing

The basic principle is that SEM uses personal data for the purpose for which the data was collected. In some cases, SEM uses the personal data collected for other purposes too. These purposes must always be compatible with the original purpose of processing. Before further processing takes place, SEM therefore carefully considers whether the new purpose is compatible with the original purpose of processing.

According to the General Data Protection Regulation (GDPR), further processing of personal data for historical, statistical or scientific purposes is compatible with the original purpose of processing.

Sharing personal data with our partners

SEM will share your personal data with our partners:

- Maastricht University
- The Province of Limburg
- The Municipality of Maastricht

Sharing personal data with third parties

SEM will not sell your information to third parties and will only provide this information to comply with a legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. SEM remains responsible for these processing operations.

How we secure personal data

SEM takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification.

Retention periods

SEM does not keep personal data for longer than is necessary to achieve the purpose of processing. SEM has defined a retention period for each type of processing. If this retention period can be extended, the terms under which it may be extended are also specified. SEM stores correspondent contact management up to five years after the last contact.

In some cases, UM is subject to a statutory duty of retention. The retention periods based on the Public Records Act are specified in the Basic Selection Document for Academic Education (Basisselectiedocument Wetenschappelijk Onderwijs). Personal data can also be kept for a longer period for historical, statistical and scientific purposes.

Cookies, or similar techniques, that we use

SEM uses only technical, functional and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferred settings. We can also optimize our website with this.

We use the following statistic cookie:

Cookie: Googly Analytics

Name: _utma

Purpose: Registers a unique ID that is used to generate statistical data on how the visitor uses the website. Google Analytics is configured privacy friendly, in accordance with the personal data authority (autoriteit persoonsgegevens).

Expiry: 2 years

You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser. Furthermore, we also refer to Maastricht University's [disclaimer and cookie policy](#).

View, modify or delete data

You have the right to view, correct or delete your personal data. You can find more information on the website of Maastricht University: www.maastrichtuniversity.nl/about-um/um-general-privacy-statement/your-rights.

Contact details

If you have a query about this privacy statement or you want to know more about how UM handles personal data, or if you have a complaint, please contact:

Maastricht University
attn. Data Protection Officer
Postbus 616
6200 MD Maastricht
privacy@maastrichtuniversity.nl

You can also contact UM's Data Protection Officer directly by emailing fg@maastrichtuniversity.nl.

Changes to this privacy statement

This privacy statement will be revised from time to time to ensure that it remains up to date. In the event of major changes, you will be notified.