

## **Introduction**

Codarts University of the Arts is committed to protecting your personal data. In this privacy statement, we inform you about how we collect, use, and protect your personal data in accordance with the General Data Protection Regulation (GDPR).

### **1. Responsible**

Stichting Codarts Hogeschool voor de Kunsten, located at Kruisplein 26, 3012 CC Rotterdam, is responsible for the processing of personal data as reflected in this privacy statement. The Data Protection Officer (DPO) supervises compliance with the GDPR within Codarts and can be reached at [privacy@codarts.nl](mailto:privacy@codarts.nl).

### **2. Personal data processed**

Codarts processes the following categories of personal data, among others:

- *Contact details*: name, address, e-mail address, phone number;
- *Identification data*: date of birth, passport photo, **citizen service number** (Burger Service Number (BSN)), student number, copy of ID proof;
- *Study data*: enrolments, study progress, study results;
- *Health data*: where relevant for study support and welfare;
- *Insurance details*: when staying abroad;
- *Other data*: legally required data.

### **3. Purposes and bases for processing**

We process your personal data for the following purposes, among others:

- *Execution of the agreement*: enrolment, study support, examination;
- *Legal obligations*: compliance with education and tax laws;
- *Consent*: participation in surveys, use of photos and videos;
- *Justified interest*: quality improvement of education, security policy, internal management activities.

### **4. Processing of data of minors**

To process personal data of young people under 16 years of age, we require explicit consent from a parent or guardian. This consent is verified through an e-mail verification procedure. Parents are encouraged to be involved in their children's online activities. If you are convinced that we have collected personal data without parental consent, please contact us at [privacy@codarts.nl](mailto:privacy@codarts.nl). We will then delete this data.

### **5. Retention periods**

Codarts will not keep your personal data longer than strictly necessary to meet the objectives for which your data is collected. We apply the retention periods in accordance with the guidelines of the Selection List of the Netherlands Association of Universities of Applied Sciences (Vereniging Hogescholen) and our internal instructions.

### **6. Rights of data subjects**

You have the following rights regarding your personal data:

- *Obtain access*: you can request which personal data we process about you;
- *To rectification*: you can have incorrect data corrected;

- *To be forgotten (erasure)*: you can request to have your data deleted;
- *To restrict processing*: you can have the processing of your data temporarily restricted;
- *To data portability*: you can request your data in a common format;
- *To object*: you can object to the processing of your data;
- *To withdraw consent*: if the processing is based on your consent.

Requests relating to your rights can be submitted via [privacy@codarts.nl](mailto:privacy@codarts.nl). We ask you to send a copy of your identity document for verification (please mask passport photo, passport number and BSN).

## **7. Disclosure to third parties**

For the processing of personal data, Codarts uses service providers who act as processors exclusively on behalf of Codarts. We enter into a processing agreement with these service providers to ensure the same level of security and confidentiality for your data. Codarts remains ultimately responsible for this processing. We do not pass on personal data to third parties unless Codarts is obliged to do so based on specific legislation. Codarts ensures that personal data are only processed or managed within the European Economic Area (EEA) and not outside it. We do this together with any processors and apply both organisational and technical security measures for personal data. In this way, we ensure that this data can only be accessed by persons authorised to do so by their position or task. We also ensure that the data are only used for the purposes for which they were obtained and on a legal basis.

## **8. Personal data security**

Codarts takes appropriate technical and organisational measures to secure your personal data against loss, misuse and unauthorised access. These measures include:

- Use of TLS (formerly SSL) for secure internet connections;
- Deployment of security software and up-to-date virus scanners;
- Securing our networks with DNSSEC, DMARC and DKIM.

## **9. Data breach**

In case of a data leak, we follow a strict protocol and, if necessary, report the leak to the Dutch DPA (Autoriteit Persoonsgegevens) and to the data subjects. We take immediate action to mitigate the consequences of the data leak and prevent its recurrence.

## **10. International data transfers**

Your personal data will, as a rule, only be processed within the European Economic Area (EEA). If data is transferred outside the EEA, we provide appropriate safeguards, such as model contractual clauses approved by the European Commission, to ensure an adequate level of protection.

## **11. Use of cookies**

Our websites use cookies for various purposes:

- *Functional cookies*: necessary for basic website functionality;
- *Analytical cookies*: to analyse and improve the use of the website.

You can manage your cookie preferences and withdraw your consent at any time via the cookie settings on our website.

## **12. Changes to the privacy statement**

Codarts may change this privacy statement. We advise you to consult our privacy statement regularly. If significant changes are made, we will actively inform you via a notification on our website and, if possible, by email.

## **13. Camera surveillance, photos and videos during (educational) events**

Codarts protects your safety and property through camera surveillance in the buildings, among other things. The images from these cameras are automatically destroyed after one year. Camera images can be handed over to the police if a crime is suspected.

During (educational) events, photos, videos and/or vlogs are often made. We use these images for knowledge transfer and/or on *social media*, on our websites, in Codarts' newsletter or mailing about (educational) events. If photos and video recordings of student performances and shows are used within the framework of the (cultural) educational task (for example to analyse a performance afterwards in class), the student's permission is not required. This certainly applies to publicly accessible performances. In all other cases where a student is shown recognisably in images, permission for publication is required. For example, when images are used on promotional material, for the purpose of recruiting students.

We keep videos and photos for as long as they have educational, journalistic or scientific value. The minimum retention period is five years, after which we evaluate their value biannually.

## **14. Contact**

For questions, comments or complaints about this privacy statement or the processing of your personal data, please contact our DPO at [privacy@codarts.nl](mailto:privacy@codarts.nl). You also have the right to file a complaint with the [Dutch DPA](#).

Last updated: March 25, 2025.