



**Kalshoven-Gieskes Forum on International Humanitarian Law**  
**Privacy Policy**  
**May 2018**

The Kalshoven-Gieskes Forum on International Humanitarian Law ('KGF'), located at Steenschuur 25, 2311 ES Leiden, is responsible for the processing of personal data in accordance with this privacy policy.

Contact details:

[www.kalshovengieskesforum.com](http://www.kalshovengieskesforum.com)

[Kalshoven-GieskesForum@law.leidenuniv.nl](mailto:Kalshoven-GieskesForum@law.leidenuniv.nl)

**1. Personal data processed by the Kalshoven-Gieskes Forum**

The KGF processes your personal data because you are either a member of the KGF or because you have provided data to it. The following data are processed by the KGF:

- a. Your first and last name;
- b. Your e-mail address;
- c. Your student number (if applicable);
- d. Other personal data you actively provide the KGF with when applying for a position with the organisation, including your curriculum vitae and grade transcripts.

**2. Special and/or sensitive personal data processed by the Kalshoven-Gieskes Forum**

The KGF processes the following special and/or sensitive personal data if you register for certain activities if necessary for the organisation of the activity:

- a. A scan of your passport or identity card;

- b. Information about your health, especially allergies, which are relevant for the activity.

### **3. Photos**

During activities of the KGF photos might be taken, which could be used for updates about the activities of the KGF on its website, Facebook page, and/or other social media channels of the KGF, as well as in its newsletter.

### **4. Aims and basis for processing personal data**

4.1. The KGF processes your personal data for the following aims:

- a. The emailing of the KGF newsletter;
- b. The organisation of KGF activities, including lectures, panel discussions, and IHL Clinic alumni meetings;
- c. The selection procedure for filling positions with the KGF, including its IHL Clinic.

4.2. The KGF processes your special and/or sensitive data for the organisation of field trips or conferences (e.g. booking of flight tickets and accommodation).

### **5. The storage period of personal data**

The KGF does not store your personal data for a period longer than strictly necessary for the purposes of which the personal data are collected. The KGF stores your personal data for the following periods:

- a. Your name and e-mail address:
  - i. If you provide your name and email address for the purpose of receiving our newsletter, it will be stored until you unsubscribe;
  - ii. If you provide your name and email address for the registration of an activity of the KGF, such as a panel discussion, it will be deleted within two weeks;
  - iii. If you provide your name and email address as a member of the IHL Clinic of the KGF, it will be kept for the organisation of alumni meetings until you request otherwise.

- b. A scan of a passport or identity card will be stored for a maximum of two weeks after the activity for which it was provided has ended, as well as relevant information about your health;
- c. A curriculum vitae and other information provided for when applying for a position with the KGF will be deleted for a maximum of four weeks after the selection procedure for the position has been finalised. Where the provider of personal data is selected for the position, the data will be stored up until four weeks after the appointment ends.

## **6. Automated decision-making**

The KGF does not take decisions which produce legal effects or similarly affect individuals on the basis of automated processing.

## **7. Sharing of personal data with third parties**

The KGF shares your personal data with third parties if necessary for the organisation of its activities (such as booking flight tickets) or if legally obliged to. The KGF does not share your personal data with third parties for other aims, such as promotional purposes.

## **8. Cookies or similar technologies**

The KGF does not use cookies or similar technologies. Please refer to our website privacy policy (<http://kalshovengieskesforum.com/contact/website-privacy-policy/>) for more information about our website platform.

## **9. Accessing, correcting, or deleting personal data**

9.1. You have the right to access, correct or remove your personal data stored with the KGF. In addition, you have the right to rescind your permission for the processing of your personal data or to object to the processing of your personal data by the KGF.

9.2. This means that you can send the KGF a request to share what personal data of yours is stored with the KGF. You can send the KGF a request for access, correction, deletion, or transfer of your personal data by email to [Kalshoven-GieskesForum@law.leidenuniv.nl](mailto:Kalshoven-GieskesForum@law.leidenuniv.nl), please mention 'Personal data' in the subject line. To ensure that personal data is only shared with you, we request that you include a scan of your passport or identity card in the request. For the

protection of your privacy, please black out your photo, machine readable zone, document number, and social security number. The KGF will respond to your request as soon as possible, but no later than within four weeks.

9.3. You have the right to lodge a complaint with the national supervisor for the protection of personal data, the ‘Autoriteit Persoonsgegevens’ (Netherlands), through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

## **10. The protection of personal data**

The KGF takes the protection of your personal data seriously and takes fitting measures to avoid abuse, loss, unauthorised access, unwanted disclosure, and unauthorised modification. If under the impression that your personal data are not adequately protected or if there are indications of abuse, please do not hesitate to contact the KGF at [Kalshoven-GieskesForum@law.leidenuniv.nl](mailto:Kalshoven-GieskesForum@law.leidenuniv.nl).