

Delft Road Safety Courses

Privacy Policy

DRSC is committed to protecting the privacy of its website visitors and users of DRSC services and products, to ensure that their personal data are held securely and treated with the utmost care. DRSC complies with the requirements of the General Data Protection Regulation (GDPR) and other applicable privacy legislation. This policy explains how DRSC collects, uses, stores, and protects personal data.

For questions, requests, or complaints regarding this privacy policy or the processing of your personal data, please contact us at info@delftroadsafetycourses.org.

1. Personal data we collect

DRSC does not collect personal data on its website unless you provide your data to us intentionally. We collect personal data for the following purposes:

- to select participants for our courses;
- to incorporate participants into our alumni network;
- to send you our newsletter and course announcements;
- to contact you by telephone or email in connection with a course registration, question, or request; and
- to enrol admitted course participants in course components delivered by third-party providers on behalf of DRSC.

We process the following categories of personal data:

- first name and surname;
- telephone number;
- email address;
- organisation and position;
- nationality;
- place and date of birth;
- country of residence; and
- other personal details you provide us with, for example in a motivation letter or CV submitted as part of a course application.

DRSC processes your personal data because you provide them to us in order to use our services, or because processing is necessary to perform a contract with you or to take steps at your request prior to entering into a contract.

2. How long we store personal data

DRSC stores your personal data for as long as necessary to fulfil the purposes for which they were collected. The following retention periods apply:

- newsletter and course announcements: for as long as you are subscribed;
- alumni network: for as long as you are an active member of the network;
- course registration and application: for ten years after completion of the course; and
- general correspondence: until the purpose of the correspondence has been fulfilled.

3. Sharing personal data

DRSC does not sell or share your personal data with third parties for commercial purposes.

DRSC works with third-party service providers and contractors who process personal data on DRSC's behalf in order to deliver its services. These include, but are not limited to:

- course coordination and logistics providers who assist with the practical organisation of course components;
- e-learning and educational providers, with whom participant data (name, email address, nationality, date and place of birth) are shared for the purpose of enrolment in course components delivered by that provider; and
- newsletter and communication platforms used to send course announcements and alumni communications.

DRSC ensures that all third-party service providers who process personal data on its behalf are bound by appropriate contractual obligations, including confidentiality and data protection requirements, consistent with applicable privacy legislation.

DRSC may also share personal data where required to do so by law or by order of a competent authority.

4. Access to personal data within DRSC

Access to personal data is limited to persons and organisations engaged by DRSC who need access to perform their specific tasks on DRSC's behalf. All such parties are bound by confidentiality obligations as part of their contractual arrangements with DRSC.

5. Security

DRSC takes appropriate technical and organisational measures to protect personal data against loss, unauthorised access, disclosure, alteration, or misuse. If you believe that your personal data are not being kept secure, or if you have observed signs of misuse, please contact us at info@delftroadsafetycourses.org.

6. Your rights

Under applicable privacy legislation, you have the right to:

- access the personal data DRSC holds about you;
- correct inaccurate or incomplete personal data;
- request deletion of your personal data, subject to any legal retention obligations;
- object to or restrict the processing of your personal data in certain circumstances; and
- withdraw consent where processing is based on consent.

To exercise any of these rights, please send your request to info@delftroadsafetycourses.org. In order to verify your identity, DRSC may ask you to provide confirmation before acting on your request. DRSC aims to respond within four weeks.

You also have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens): autoriteitpersoonsgegevens.nl/en.

7. Automated decision-making

DRSC does not make decisions based solely on automated processing that significantly affect individuals.

8. Changes to this policy

DRSC reserves the right to update this privacy policy at any time. Changes will be published on the DRSC website. We encourage you to review this policy periodically.

9. Contact

For any questions or requests relating to this privacy policy or the processing of your personal data, please contact DRSC at:

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info@delftroadsafetycourses.org

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