

PRIVACY STATEMENT OF CCN

This Privacy Statement applies to all personal information Corps Consulaire Nederland (hereinafter referred to as “**CCN**”) processes of its members.

By becoming a member of **CCN** or providing personal information to **CCN** for any reason whatsoever, you explicitly consent to the processing of your personal information as described in this Privacy Statement.

We advise that you read the Privacy Statement and keep it for your own administration.

1. Controller

Responsible for the processing of personal information is:

CCN, Hambakenwetering 15, 5231 DD, 's-Hertogenbosch

The membership officer can be reached via e-mail: secretariat@CCNederland.eu

2. What data are processed by CCN and for what purpose

2.1 As part of your membership, the following personal data is processed:

- a) first and surname, date of birth, position, gender
- b) address, possibly postal address
- c) telephone number, e-mail address, photo

2.2 **CCN** processes the personal information referred to sub 2.1 for the following purposes:

- a) Your name, address, telephone number and e-mail address is used for contact on membership and the potential termination thereof, registering for and signing out for certifications of third parties, for the provision of the information you requested or handling of the information received from you.
- b) Your name, address and telephone number are used to send invitations and information about services and activities of **CCN**.
- c) Your name and bank account number is used to process payments of the membership fee, for courses, trainings, orders, used services.

2.3 Your name and telephone number will be used for ultimately one year after the termination of the agreement to ask about your experience with **CCN** and to inform you of developments regarding **CCN**.

E-mails (opt-out):

CCN uses your name and e-mail address to send you its e-mail newsletter with information about activities, services and other interesting information about CCN membership. You can opt out of our email newsletter service at any time via the link at the bottom of the newsletter.

3. Storage periods

CCN processes and stores your personal data for the duration of your membership and up to one year after termination of your membership. Afterwards your personal data will be destroyed.

4. Security measures and processors

- 4.1 **CCN** has taken appropriate security measures for the protection of your personal data.
- 4.2 For the processing of your personal data, **CCN** employs the services of third parties, so-called processors. With processors, we have concluded a processing agreement.

5. Access, deletion and questions, complaints

- 5.1 You can submit a request to access, receive, update or delete your personal information via membership administration of **CCN**. **CCN** will take care of your request and inform you thereof within one month after reception.
- 5.2 If you wish to object to the (further) processing of your personal information as referred to in article 2, you can also contact membership administration.
- 5.3 If you have any complaints about the way in which CCN processes your personal information or requests, you can contact the data protection officer.
- 5.4 Any other questions or comments regarding this Privacy Statement can be addressed to our membership administration: secretariat@CCNederland.eu

6. Changes to this Statement

This Privacy Statement may be updated from time to time. The changes will be announced via the website. We recommend you periodically consult the Privacy Statement.