

## **RIAS Privacy Policy**

In compliance with the General Data Protection Regulation (GDPR), this privacy notice sets out how the Roosevelt Institute for American Studies (RIAS) uses personal data. The RIAS is officially registered in the Netherlands as the Stichting Roosevelt Institute for American Studies. It is possible to contact the RIAS and the RIAS Data Protection Officer with any data protection query at [info@roosevelt.nl](mailto:info@roosevelt.nl).

### **Data Collection**

The RIAS only collects personal data that it needs to offer its services. This involves names, contact details (mail and email addresses, and telephone numbers), bank account numbers (IBAN), pictures, and institutional and professional affiliations.

The RIAS collects personal data mostly through:

- information provided upon registration at conferences, seminars, public events, etc.;
- information provided in any correspondence;
- details of financial transactions;
- information legally required for visa, work permits, and professional services.

The RIAS collects personal data in order to provide information about its work and activities and to comply with national and international regulations.

### **Data Use**

In accordance with data protection laws, the RIAS only processes personal data where it has a lawful basis for doing so. With respect to personal data, such a basis is said to exist where it is necessary to provide information about RIAS work and activities; where it is required in accordance with legal or regulatory obligations; where informed consent is given; and where it is in RIAS legitimate interest to process personal data.

### **Data Sharing**

The RIAS may occasionally be required by law, court order or governmental authority to disclose certain types of personal data. The RIAS may also share information with third parties to the extent permitted by law and only in the following situations:

- when the RIAS manages or facilitates national or international exchanges of scholars;
- when the RIAS staff fulfill their duty as administrators of the Netherlands Association of American Studies;
- when the RIAS co-sponsors or co-organizes academic and public events.

Occasionally, the RIAS may share data with third parties that are located outside of the EEA, and in particular in the United States of America. Where data is transferred outside of the EEA, the RIAS will do so under standard or any other acceptable method that ensures a protection of data to the standard required within the EEA.

### **Data Rights**

People have the following rights in relation to their personal data collected by the RIAS:

- the right to access personal data;
- the right to receive certain personal data in machine-readable format such as .doc (readable on Microsoft Word or equivalent) or .pdf (readable on Adobe Acrobat or equivalent);
- the right to have inaccurate personal data rectified;
- the right to have personal data erased;
- the right to complain to national data protection regulators;

### **Data Retaining**

The RIAS will retain personal data in accordance with GDPR.

### **Questions Concerns or complaints**

For any question concerning personal information and data protection, please contact our Data Protection Officer by email at [info@roosevelt.nl](mailto:info@roosevelt.nl).

**This Privacy Policy is effective from 25-05-2018.**