

PRIVACY REGULATIONS OF THE ESE

on the protection of the privacy of registered persons pursuant to Articles 17, 19 and 20 of the Data Protection Act.

Article 1 Definitions

In these regulations, the terms below are understood to mean the following:

1. *records*: the records of interested parties, students and alumni of the Erasmus School of Economics (ESE)
2. *holder*: The Executive Board of Erasmus University Rotterdam
3. *manager*: manager of the Erasmus School of Economics (in Dutch: beheerder)
4. *sub-manager(s)*: director(s) of the Erasmus School of Economics
5. *internal editor*: members of the ESE faculty and staff responsible for carrying out work on the records under the supervision of the manager or sub-manager(s), and because of this have direct access to the personal data contained therein
6. *third parties*: natural and legal persons outside EUR

Article 2 Objective

The purpose of the records is to record, store and process data for the purpose of:

1. preparing and implementing policy for the dean and departments with regard to such matters as student and alumni affairs, budgets and spatial planning;
2. maintaining contacts with graduates who so wish;
3. sending ESE periodicals.

Article 3 Contents

The records will contain no personal information other than that stated in Appendix 1 with regard to the categories of persons referred to therein.

Article 4 Origin of personal data

The information referred to in Article 3 will be obtained from the registered persons themselves.

Article 5 Removal and deletion of personal data

At the request of a registered person, personal data will be removed from the records unless it is needed for the purpose of the records themselves. Reasons will be given for any refusal to remove data.

Article 6 Direct access to the records

1. The manager, sub-manager(s) and internal editor(s) are authorised to add to, amend and remove from the records any personal data contained therein for the purpose of the records.
2. If the manager engages one or more experts from outside the university to carry out work on the records, these experts will have authorisation as referred to in paragraph 1.
3. The officials who hold the posts as stated below will be authorised to inspect the personal data in the records, after having obtained written consent from the manager or sub-manager(s), in order to perform the tasks stated therein and with due regard for the restrictions stated:
 - ESE study advisers, in order to provide study advice solely with regard to students of their own school;
 - ESE education policy staff and teaching staff, solely with regard to students of their own school;
 - programme directors and deputy directors, solely with regard to students of their own programme;

- departments, in order to monitor study progress, solely with regard to students who attend courses provided by the department;
- members of the Examination Board, solely with regard to the courses for which the Examination Board has been appointed.

Article 7 Provision of information to third parties

1. Written consent of the registered party is required before any personal data is provided to third parties, unless such provision of data ensues from the purpose of the records.
2. Existing personal data may also be given to third parties on request in cases other than those described in paragraph 1 of this article, but will only comprise the name, address, postcode and similar information needed for communication purposes. The request will state the purpose for which the requested information will be used. Information will not be given if this purpose is incompatible with the interests of the university or school, or if the privacy of the registered party will be unreasonably compromised.
3. All decisions on the provision of information to third parties as referred to in the preceding paragraphs, in so far as not delegated to the manager or sub-manager(s), will be reserved for the holder.

Article 8 Links

The school's information system will receive periodically all available data from *EROS*, only in so far as this relates to information about persons registered with the school.

Article 9 Right of inspection

1. A request by a registered person for information about the data relating to him that is held in the records or for such data to be made available to third parties will be made in person or in writing, upon submission of proof of identity or a clear copy thereof, to the manager or sub-manager(s), who will reply to this request within a month. The manager or sub-manager(s) will confirm to his satisfaction the identity of the person making the request.
2. The holder may charge the person making the request a maximum of NLG 10 per request to provide the requested information.

Article 10 Right of correction

1. If a registered person wishes to add to or amend any of his personal information held in the records, he must submit a request in writing to the manager or sub-manager(s), who will take a decision on this request within one month of receiving it.
2. The manager or sub-manager(s) will ensure that his decision to amend or add to the information will be carried out as soon as possible, and in any case within one month of taking the decision.
3. A refusal to make any corrections will be accompanied by reasons.
4. If and in so far as a request as referred to in paragraph 1 is refused by the manager or sub-manager(s), the registered party may ask the Executive Board to review the case. The Executive Board will interview the manager or sub-manager(s) on the matter.

Article 11 Administration

With due regard for the provisions in these regulations and the Administrative and Management Regulations of EUR, the manager is accountable to the Executive Board for his management of the records. For this purpose he will produce an annual report, describing clearly the organisation and functioning of the records and the persons involved. The report will contain at any rate a list of all third parties to whom information has been given.

Article 12 Final provisions

1. The provisions of the Data Protection Act and the EUR's internal guideline for the protection of personal data are applicable mutatis mutandis. In those cases not provided for in these regulations, the Act or the internal guideline, the Executive Board will decide.
2. These regulations enter into force on 1 September 1994, and may be cited as the Privacy Regulations of the Erasmus School of Economics.
3. The adoption of these regulations will be made known through publication in Erasmus Magazine.
4. The regulations will be available for inspection at:
 - The Dean's Office
 - The Legal Department of the EUR University Office.
5. Amendments to these regulations will be made by the Secretary to the University on behalf of the Executive Board.

Adopted by the Executive Board on 24 October 1994 and entered into force on 24 October 1994.

Appendix

In respect of students and prospective students, external students, course attendees and alumni, the following personal information will be recorded:

- CBAP number
- study number
- surname
- initials, titles
- forenames
- home and study address
- town
- telephone number
- date of birth
- place of birth
- gender
- national service
- civil status
- spouse of
- nationality
- previous education with results
- qualification
- academic title
- subject(s)
- first year + years of registration
- type of registration
- registration elsewhere
- study results
- bank account number of the registered person or the party who makes payments on behalf of the registered person
- any comments

The following information about alumni may also be recorded:

- title of partner
- initials of partner
- date of birth of partner
- acknowledged specialist area (only for doctors)
- year of obtaining doctorate
- doctorate institution
- doctorate school
- country of foreign traineeships
- branch of foreign traineeships
- sector of foreign traineeships
- membership of alumni association
- current or former membership of school's student association
- current or former membership of student social association
- current or former membership of other student organisations
- branch of employment
- sector of employment
- occupation
- area of employment
- current employer
- previous employer
- subscription to Erasmus Magazine