

IDEA (International Debate Education Association, registered at Mariahoek 17, 3511 LG, Utrecht) is responsible for the processing of personal data as expressed in this privacy policy.

## Personal data which we process

IDEA processes personal data through use of our website, services, and because personal data is voluntarily offered to us. Here you find an overview of all possible personal data we may process of a given individual.

- First and last name
- E-mail address
- For gifts: bank account number, e-mail address, personnel address (voluntary)
- For job interviews: phone number, CV, and motivation letter filled in by interviewee;
- For employees and volunteers: phone number, mailing address, home address, and any additional information volunteered by the person in question, including possibly work or study.
- Third parties such as members and suppliers: first- and last name, e-mail address and telephone number.
- Participants of our events: e-mail address, telephone number, dietary information and personal characteristics necessary for organising an event (such as disability status or prayer needs), a code of conduct statement volunteered by the participant.

## Extraordinary and/or sensitive personal data which we process

Our website and/or service does not have the intention to collect information about website visitors under the age of 16, unless we have express permission from their parents or legal guardians. For website visitors we unfortunately cannot confirm their age. We therefore recommend parents to be involved in the online activities of their children, to ensure that no data of their children is collected without their parental consent. If you believe we have collected personal data without parental permission, please contact us through info@idebate.nl and we will remove the relevant information.

## With which purpose and on what basis we process your personal data.

IDEA processes your personal data for the following purposes:

- Handling your donation;
- Sending out our news letter;
- Sending out requests for information to participants and members;
- Anonymised aggregated data of requests for information;
- Reports to donors;
- Processing job reviews;
- Organising events.

Sensitive personal data:



• We may obtain copies of passports and date of birth for the purpose of booking travel and accommodation for participants only.

## **Automated decision-making**

IDEA does not make decisions about affairs that could have (significant) consequences for individuals through automated processes. This means that humans are involved in any decisions involving software or automatised systems.

IDEA makes use of the following third parties which process personal data.

- Mailchimp, USA-based for processing newsletters.
- Alphabet (services: Gmail and GoogleDrive), USA-based for processing mails, sending surveys, and storing data.
- Amazon AWS, USA-based for processing data and confirming cookies

### How long do we keep personal data

IDEA does not store your personal data for any longer than strict necessary to meet the aims for which we processed your data. We maintain the following generalized periods of data storage for the following (categories) of personal information.

Data one-time donations: maximum of three years; Data recurring donations: until the end of your donation period plus three years; Data job applicants: maximum of four weeks after a hiring decision has been made;

Data employees, volunteers: for the duration of their employment or volunteering status, with a maximum of one year afterwards.

Newsletter subscribers: until the end of the given subscription.

Participants events: until the conclusion of the reporting period for the event

Donor-sensitive data: until the end of the legally obligated period of storage (donor-dependent).

## Sharing of your personal data with third parties

IDEA does not sell your personal data through third parties and only transfers personal data in fair use cases or cases where this is strictly necessary for the fulfillment of any services or agreements we have with you, or to comply with a legal obligation. We make agreements with third parties who process information to maintain the highest level of confidentiality for your personal data. IDEA remains the controller of your personal data for each arrangement with third parties we undertake in this manner.



# **Your rights**

You can at any moment in time, contact IDEA to request which personal data we have stored and ask for your personal data to be removed. If we require the processing of your personal data for any of our activities to take place with you present, we reserve the right to exclude you from such an activity if. We always strive to ensure, where possible that you can participate in any of our activities even if you do not consent to the processing of your personal data.

#### **Data Controller**

The IDEA Executive Office is designated as the data controller. The person responsible for your data is Daan Welling. He can be reached at daan@idebate.net.