



## Privacy Statement Biotech Training Facility

### Privacy

Biotech Training Facility (BTF) understands that you don't want to share your personal data and data concerning your educational background with everyone. That is why BTF treats this information with great care. BTF adheres to the Dutch General Data Protection Ordinance (AVG). BTF does need your data to be able to help you properly. In this statement, BTF explains what type of data BTF needs from you and for what purposes it will be used.

Biotech Training Facility, located at Sylviusweg 70, 2333 BE Leiden, is responsible for processing of personal data as described in this privacy statement.

### Contact details

URL: [www.biotechtrainingfacility.com](http://www.biotechtrainingfacility.com)

Visiting and postal address: Sylviusweg 70, 2333 BE Leiden. Phone 088-2830100

### Personal data that we process

Biotech Training Facility processes your personal data because you use our services and/or because you provided the data yourself. For an overview of the personal data we collect and store see Annex 1.

### To what purpose and on what basis do we process personal data

Biotech Training Facility processes your personal data for the following purposes:

- Facilitation and administration of courses, training sessions, meetings and advice (execution of an agreement).
- To inform clients and course participants about changes to our services and products (justified interest).
- To contact you for advertising purposes (consent)
- BTF also processes personal data where we are legally obliged to do so, such as data that we need in the context of an employment contract or for our tax return (legal obligation).
- In order to be able to purchase your services as a supplier of BTF (justified interest, execution of an agreement)



- BTF analyses your behaviour on the website in order to improve the website and to tailor the range of products and services to your preferences. (justified interest).

### **Automated decision-making**

Biotech Training Facility does not take any decisions on the basis of automated processing on matters that can have (significant) consequences for individuals. These are decisions that are taken by computer programs or systems, without the involvement of a human being (for example an employee of the Biotech Training Facility).

### **Retention period for personal data**

Biotech Training Facility stores your personal data for no longer than is strictly necessary to fulfil the purposes for which your data are collected and as long as this is required by law.

### **Sharing of personal data with third parties**

Biotech Training Facility does not sell your information to third parties and provides this information only if required for the implementation of our services.

For example, in some cases BTF cooperates with external service providers, such as trainers. They are only allowed to use your data for the implementation of those services that are in the interest of your course. They are not allowed to contact you for other purposes or to pass on your data to other parties.

### **View, modify or delete data**

You have the right to access, correct or delete your personal data. You can send a specified request to [info@biotechtrainingfacility.nl](mailto:info@biotechtrainingfacility.nl) stating your name and address. In order to ensure that the request has been made by you, we ask you to identify yourself. For this purpose, we ask you to send a copy of your identification document along with the request. Make sure you black out your passport photo, MRZ (Machine Readable Zone, the section with numbers at the bottom of the passport), passport number and BSN (BurgerServiceNummer). This is to protect your privacy. Biotech Training Facility will respond to such a request within four weeks. In case of a request for removal, Biotech Training Facility will remove the relevant personal data as soon as possible, unless and insofar as the law requires the relevant personal data to be stored.

### **Protecting personal data**

Biotech Training Facility takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized alteration. Your personal data is protected against misuse and access by unauthorized persons



by using current customary techniques. If you have the impression that your data is not properly secured or there are indications of misuse, please contact us via [info@biotechtrainingfacility.nl](mailto:info@biotechtrainingfacility.nl).

### **Changes to the Privacy Statement**

Based on new insights and your feedback, Biotech Training Facility may change this privacy statement. We therefore recommend that you read this privacy statement regularly to stay informed of any changes. This privacy statement was last amended on November 22, 2019.



## Appendix 1: Overview of personal data that we process

Involved parties	Category of personal data	Personal data
<b>Trainees, visitors</b>	Personal details	Such as name and address
	Contact details	Such as telephone number and email
	Data relating to the service	Such as payment details, attendance, possible results and shoe and clothing size
<b>Trainers</b>	Personal details	Such as name and address
	Identifying data	Such as CoC number
	Contact details	Such as telephone number and email address
	Financial information	Such as bank account number
<b>Clients, Suppliers, Sponsors</b>	Company and job information	Such as job title, name, address, telephone number and email address
<b>Employees, applicants</b>	Personal details	Such as name and address
	Contact details	Such as telephone number and email address
	Employment legislation data	Such as contract information and CV