



## Privacy Statement website SCOOP

The SCOOP program is a cooperation of five universities in the Netherlands:

1. University of Groningen
2. Utrecht University
3. Radboud University
4. VU Amsterdam
5. Erasmus University Rotterdam

These institutions are controller regarding the processing of your personal data.

The SCOOP secretariat is established at the University of Groningen:

RUG, SCOOP/ Sociology, Secretariat, Grote Kruisstraat 2/1, 9712 TS Groningen.

If you have any questions or complaints regarding the processing of your personal data or if you want to exercise your rights under data protection regulations, please contact the University of Groningen via [privacy@rug.nl](mailto:privacy@rug.nl). If anything changes in the procedures of collecting and securing this data, this Privacy Statement will be adjusted.

### What data do we collect and for what purpose?

The following data are collected from SCOOP members and relations for specific purposes:

Data	Purpose (database, located at University of Groningen)
Name, employer, department, work email address	Communication regarding <ul style="list-style-type: none"><li>- Events such as Training Days, Conferences, Consortium meetings, Board meetings (via Google Mail)</li><li>- PhD defenses &amp; dissertation (via Google Mail)</li><li>- Newsletter (via Google Mail)</li><li>- PhD courses (via Google Mail)</li><li>- Participants' lists (conferences, events)</li></ul>
Work postal address	Sending hard copies (Annual Report, dissertations etc.)
Function	Organizing events, website
Gender	For personal communication and statistics
Private email address, private address, private phone number	Communication with alumni
Work phone number	For personal communication on specific issues
Project title and description	For internal communication External: information on public website
Previous jobs, following jobs (after leaving SCOOP), additional functions, start date and end date PhD contract, defense date, date of birth, date of master diploma	For internal research on career development (not published on the website)

All these purposes are legitimate interests of the institutions cooperating in SCOOP.



## Who has access to this data?

Function	Contact information
Program Coordinator	r.p.m.wittek@rug.nl
Secretary to the Board	l.heyse@rug.nl
Secretary SCOOP Office	s.simon@rug.nl
Controller SCOOP (only has access to financial information)	j.m.wolter@rug.nl

## More details:

<b>Database &amp; location</b>	Personal data from SCOOP members are collected and saved in Excel databases in a protected data storage environment at the University of Groningen. Partly data can be found on the SCOOP website.
<b>Security</b>	SCOOP takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you have the impression that your data are not properly secured or there are indications of abuse, please contact the SCOOP office.
<b>Period</b>	Personal data will be saved for an unlimited period in order to enable research on career development.
<b>Sharing data</b>	Personal data will not be shared with any other parties except with consent.
<b>Cookies</b>	Cookies are used by Google Analytics and Twitter
<b>Automated decision making</b>	SCOOP does not make decisions based on automated processing about matters that can have (significant) consequences for people.
<b>Your rights</b>	<p>You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent for data processing or to object to the processing of your personal data by SCOOP and you have the right to data transferability. This means that you can submit a request to us to send the personal data that we hold about you in a computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to our secretary. To ensure that the request for inspection has been made by you, we will have to determine your identity. We will respond to your request as quickly as possible, but within four weeks. SCOOP would also like to point out that you have the option of submitting a complaint to the Dutch Data Protection Authority. You can do this via the following link: <a href="https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens">https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens</a></p>