

# Privacy Policy

## Brussels Institute for Social and Population Studies (BRISPO) Internship candidates

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Brussels Institute for Social and Population Studies (BRISPO) is funded by and part of the Vrije Universiteit Brussel. Like other academic organisations, BRISPO processes personal data. This privacy statement explains our guidelines for handling personal data, the questions and services you can request from us, and further information regarding privacy and data protection at BRISPO according to the principles stipulated by the new European General Data Protection Regulation (GDPR) that was enforced on 25 May 2018.

### Protection of Personal Data

BRISPO attaches great importance to the protection of your personal privacy. BRISPO reserves the right to make changes to the privacy statement if needed, to address the needs and requirements of society, as well as abide by the relevant laws and regulations. Therefore, BRISPO advises you to consult this statement regularly.

### Guarantees for Processing Personal Data

The Vrije Universiteit Brussel, with registered offices at Pleinlaan 2, 1050 Elsene (KBO 0449.012.406), is responsible for processing personal data from students, researchers and staff, alumni, third party experts and visitors. We process this data for different reasons, which we explain in detail in the “purpose and legal basis” section.

Your personal data is always treated in accordance with the applicable privacy regulations. Processing of personal data is limited to the intended objective. Personal data will not be disclosed to third parties and will not be used for direct marketing, unless you have agreed to this yourself via an 'opt in'. BRISPO takes the best possible security measures to prevent third parties from misusing your personal data.

### Indirect processing of personal data

BRISPO will, wherever possible, inform you about any indirect processing of personal data. We will give information on the source of this personal data and the categories of personal data that are processed.

### Data, Purpose, Legal Basis, Transfer and Retention Time

We will not use your personal data for commercial purposes or other purposes than the ones described below. Nor will we share your data with any other organizations.

- when using our website, you can access most of the information without you having to provide any personal information. In some cases, however, you will be asked for personal data.

Certain personal data, such as those processed through cookies, are used to develop user statistics and to improve the security of our website. You can read our Cookie Policy [here](#).

- **BRISPO Internship Programme**

BRISPO collects personal data of candidates interested in and internship in one of the Research Units.

**Data:** first name, last name, email address, address, information about education and previous employment, other information included in the CV and motivation letter

**Purpose:** intern recruitment

**Legal basis:** consent (art. 6.1.a GDPR)

**Transfer:** your data are not transferred to third parties

**Retention time:** your data are stored indefinitely, until the subject has opted out

### Privacy Policies of Other Websites

BRISPO website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### Storage of Your Personal Data

BRISPO securely stores your personal data throughout the indicated retention time. For storage, we apply the following protection and security measures:

- Data are sent encrypted via https to dedicated servers that are secured in line with the market
- Data are treated confidentially
- Data are only published in a summarized or aggregated way so that reidentification is impossible
- VUB has appointed a DPO

### Data subjects' rights

BRISPO would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- **right to access** – You have the right to request BRISPO for copies of your personal data.
- **right to rectification** – You have the right to request that BRISPO corrects any information you believe is inaccurate. You also have the right to request BRISPO to complete the information you believe is incomplete.
- **right to erasure** – You have the right to request that BRISPO deletes your personal data under the conditions determined by law.
- **right to restrict processing** – You have the right to request that BRISPO restricts the processing of your personal data, under certain conditions.
- **right to object to processing** – Whenever the processing is based on general or legitimate interest (art. 6.1.e & f GDPR), you have the right to object to BRISPO processing of your personal data, under certain conditions.
- **right to data portability** – You have the right to request that the BRISPO transfers the data that we have collected to another organization, or directly to you, under certain conditions and as far it is technically possible.

When our processing activity is based on your prior consent (art. 6.1.a GDPR), withdrawal of such given consent is always possible without this affecting the lawfulness of the processing of personal data as this is on the basis of the permission previously granted.

To exercise your rights as a concerned party, it suffices to send your question to [dpo@vub.be](mailto:dpo@vub.be) or send a written request to Pleinlaan 2, 1050 Brussels – Building M – Office 508. In both cases, add a copy of your identity card that only shows the front side, your name and your ID picture. If you do not wish to share a scan of your ID documentation, please provide us with other information by which we can verify the legitimacy of your request; or give us a call.

#### **Accountability and processing – data protection officer**

The Vrije Universiteit Brussel values your right to privacy. The Vrije Universiteit Brussel, with registered office at Pleinlaan 2, 1050 Brussel, represented by its rector is responsible for processing your personal data. In case you have specific questions about your rights concerning the processing of your data, you can contact the university's data protection officer, by email on [dpo@vub.be](mailto:dpo@vub.be).

#### **Complaints**

Finally, should you wish to file a complaint about how your information is treated, you can contact the Belgian Data Protection Authority who is responsible for upholding the law on data protection: Data Protection Authority (GBA), Drukpersstraat 35, 1000 Brussel, +32 2 274 48 00, [contact@apd-gba.be](mailto:contact@apd-gba.be), [www.gegevensbeschermingsautoriteit.be](http://www.gegevensbeschermingsautoriteit.be)

Complaints filed with the GBA do not limit your right to lodge legal proceedings before the competent court in any way; nor does it limit the possibility to request compensation for damage suffered.