

# PRIVACY POLICY

## Wageningen International Congress Centre B.V.

### INTRODUCTION

This is the privacy policy of Wageningen International Congress Center B.V. (hereinafter: WICC). This policy contains all information about the processing of personal data by WICC and the purposes for which data can be used. WICC, with its registered office and office at Wageningen (6701 AN) at Lawickse Allee 9 and registered in the trade register under the Chamber of Commerce number: 70212260, is responsible for the processing of personal data referred to in this policy.

WICC processes data from its guests and employees, and from anyone who directly or indirectly contacts WICC. The persons whose personal data are processed are also referred to as "data subjects". This privacy policy applies to all data processed by WICC. WICC handles the processing of personal data as carefully and confidentially as possible and acts in accordance with applicable laws and regulations.

If you use links to websites of third parties on our website, we point out that we are not responsible for the processing of your personal data via these websites. This privacy policy does not apply to the use of other websites. We refer you to the websites of the relevant third parties for their privacy regulations.

Our website is adjusted from time to time by continuous developments in, among other things, legislation and regulations. This privacy policy can also be adjusted as a result. The current version of the privacy policy can always be found on the website. The policy always indicates the latest date of change.

This privacy policy was last modified on: 23-08-2018

### PERSONAL DATA

Personal data is data that says something about a person, that refers to a person, or that WICC can trace to a person in a different way. You share personal information with us if you contact us by telephone and e-mail, or by using the contact form on our website. Personal data are data such as your name, address or e-mail address, but also your IP address, for example.

*Which personal data does WICC collect and process?*

#### Contact

If you contact us by phone, e-mail or via the online contact form, we will process your name, contact details, e-mail address and other personal details that you provide to us during the contact.

### Guest / business administration

For (booking / reserving) an overnight stay, or for reserving / renting one of the (meeting) rooms, WICC requires the following information:

First and last name, address, place of residence, telephone number, e-mail address, date of birth, place of birth, identity card number, and payment and billing information.

If there is reason to do so and this is in the interest of guests, WICC may also request additional information, such as the nationality of guests and specific guest preferences. If the guest himself provides further personal information, these will also be processed.

### Applicants

If an applicant contacts WICC to inquire about vacancies or to apply for a job, WICC will collect and process the applicant's data. The applicant will have to provide their first and last name as well as contact details. WICC processes all personal data that the applicant shares in contact with WICC. In addition, WICC can process the following data (insofar as they contain personal data) CV, motivation letters, information about the level of education and the employment history of the applicant.

### Employees

WICC processes personal details of employees. For information on the processing of employees' personal data, reference is made to the personnel manual and the privacy statement agreed with employees for employment.

## PURPOSES

- The execution of an agreement for or with regard to our services;
- to comply with legal obligations;
- contacting you, if you so request;
- to provide the guest with the best possible service and to fulfill contractual obligations;
- assessing whether you are eligible for a position at WICC and / or other matters that are necessary for the realization of an employment contract;
- answering your questions, making bookings / appointments as well as conducting consultations or negotiations with you as a potential guest at the hotel or business client for the purpose of booking / renting (conference) rooms of WICC.

We will not process your personal data for other than the above-mentioned purposes, unless you have given prior written permission, and / or we may or must do so by virtue of laws and regulations.

## RETENTION PERIOD

The personal data are used and stored by WICC in accordance with what is stipulated in the laws and regulations, namely no longer than is necessary for the realization of the purposes for which the data are collected and processed. Unless legislation and regulations dictate otherwise.

Applicants' data will be deleted no later than four weeks after the end of the application process. If the applicant gives permission for this, WICC may keep the personal data in its records for up to one year, so that future vacancies for which the applicant is eligible can be contacted again with the aim of establishing an employment contract.

## SHARING DATA WITH THIRD PARTIES

Personal data are in principle not shared with companies, organizations and individuals outside WICC, except in one of the following circumstances:

- When this is necessary to fulfill contractual obligations towards guests and to enable the services of WICC. Part of this is, for example, processing the reservation or the (online) payment of bookings. WICC uses third parties for this (see below).
- A situation arises in which personal data must be shared with third parties. In that case WICC will request the person concerned for written permission, unless this is not necessary on the grounds of legislation or regulations.
- WICC may, under certain circumstances and at the request of a competent authority, be obliged to share information with the police, judicial authorities, supervisors and / or the tax authorities. A judge can also order WICC to submit data.

### Processor agreements

In the event that personal data must be shared with or made public to third parties, WICC makes agreements with these parties, also known as processors, to ensure that the personal data are treated confidentially and are appropriately secured. If necessary, WICC agrees with the parties involved so-called processor agreements to comply with the laws and regulations.

Examples of parties that WICC collaborates with and share personal information with are: an ICT company for the management of the website, Protel, Clocks and Hoteliers.com for the benefit of the guest administration, Ingenico and CCV for the payment administration and Perfectview for quotation processing.

If WICC does not share its data with these parties, it cannot offer its services and cannot fulfill contractual obligations.

## TRANSFER PERSONAL DATA outside the EEA

WICC only shares personal data with third parties / processors in the situations explained above. The processors commissioned by WICC are all located within the European Economic Area (EEA). These countries apply an equivalent level of protection for personal data as the Netherlands. If the processors used by WICC process personal data of WICC outside the EEA or allow sub-processors to process personal data outside the EEA, WICC has agreed with these parties that they guarantee that the same high security standards apply, and appropriate protection measures are taken as within the EEA.

## SOCIAL MEDIA

WICC uses links to social media such as Facebook, LinkedIn and Instagram, on its website. When WICC is 'followed' on one of the social media channels, the 'followers' accept that WICC shares information with them through the WICC account. If people no longer wish to receive this information, they can choose to no longer follow the WICC account. By following the WICC account or communicating with WICC via social media, WICC can receive or view personal data. For example, a (user) name, profile picture, place of residence, e-mail address, gender and / or other data that can be consulted publicly on the social media account.

This information is only used by WICC to gain insight into its online target group. This data is only used internally by WICC and will not be passed on to other organizations and / or for commercial purposes.

## CONTESTS, PROMOTIONS & NEWSLETTERS

### Contests and promotions

If there is a reaction or participation in a WICC contest, personal data must be provided by participants for the participation. This information is only used to inform the participants / prize winners, to carry out the promotion and to measure the response to the promotion. These data are no longer processed after the end of the contest or promotion and are not passed on to other organizations and / or for commercial purposes.

### Newsletters

On the website you can register with your e-mail address for receiving the newsletter. The newsletter contains information about the products, services and offers from WICC. WICC only processes the e-mail address as personal data. At the bottom of the newsletter you can unsubscribe from the newsletter if you no longer wish to receive it.

The retention period of the data for the newsletter is in principle indefinite, unless you indicate that you no longer wish to receive the newsletter. The cancellation will still be registered.

## COOKIES

WICC uses cookies on its website. Functional cookies are placed in order for the website to function correctly and making it more user-friendly for the visitor. By placing analytical cookies, for example, the general visitor data is registered. WICC uses this information to view the statistics on the website and to continue to adapt the website to the wishes of the website visitor. Personal data can also be processed through the use of certain cookies, such as the IP address. If this is the case, then this information will not be provided to third parties.

For all information about the use of cookies, WICC refers to the [cookie policy](#) on its website.

## RIGHTS of data subjects

With respect to the processing of personal data, the data subjects have the right to view, change or delete personal data. In addition, there is a right to object to the processing of personal data, if there are reasons for this in a specific situation. The data subjects also have the right to limit processing. This right means that limitation of processing of personal data can be requested if its correctness is not established, if the processing is unlawful and / or if WICC would oppose deletion of the data while WICC no longer needs the personal data and the data subjects object to the processing. In addition, there is a right to transfer data. This means that the person concerned can request the personal data that has been provided to us and obtain it from us to transfer it to another party.

If a data subject wish to make use of one of these rights, a request can be sent by e-mail to: [info@wicc.nl](mailto:info@wicc.nl).

Before WICC takes any action in response to this request and / or provides information, WICC must be able to verify and establish the identity of the applicant. The request will be responded to within four weeks.

## SECURITY

WICC is extremely careful with personal data. Appropriate technical and organizational measures have been taken to protect data against loss, misuse, improper processing or unauthorized use. Only the necessary persons have access to data, access to the data is protected and the precautionary measures are checked regularly.

In addition, WICC uses SSL certificates for the safe transfer of data and communication. Use is also made of the current standards for information security such as an up-to-date virus scanner and WICC uses unique log-in codes and passwords that are regularly updated.

## DATA BREACH

WICC must report to the Dutch Data Protection Authority as soon as it has a serious data breach. In certain cases, they must also report the data breach to the persons whose personal data have been leaked, the data subjects. The obligation to report only applies if the infringement leads to serious adverse consequences for the protection of personal data (or a considerable chance of this). WICC maintains a data breach register.

## LIABILITY

Despite the care and attention that WICC devotes to the management of the website, it is possible that the site contains incorrect information. WICC is not liable for technical or editorial errors that occur on the website, nor for any consequential damage resulting from the use or the temporary unavailability of this website or the links to the websites of third parties.

## COMPLAINTS

Do you have a complaint about the processing of personal data by WICC? Then we point to the complaints procedure with the [Dutch Data Protection Authority](#). This authority is authorized to take note of the complaint.

## QUESTIONS?

Do you have any questions? Send an e-mail to: [info@wicc.nl](mailto:info@wicc.nl) and you will be contacted as soon as possible.