

## Saxion NT2 route privacy regulations

Saxion is registered at the Authority for Personal Information and abides by the Saxion policy of processing Personal details. During the NT-2 courses for integration the Language team works in line with this and in accordance with the following privacy regulations which is drawn up along with the vision of the SSC Language Centre.

### Registration at Saxion

Data necessary for registration at Saxion is stored in both paper and digital form at Saxion's student registration office and at the Language team secretarial office. This includes a personal file, list of attendance, tests and progress reports of the course participant. The course participant can request information at the Language team secretarial office on the procedure of how personal information is registered. This data will not be supplied to third parties without the explicit permission of the course participant.

Data about NT2 course participants in paper form is kept in a locked filing cabinet at Saxion SSC. Only SSC Language team staff have access to digital data. Data in both paper and digital form is kept for a maximum of 5- years upon course completion in the interest of further study. After which, the data will be destroyed. Application forms of non-attending applicants will be destroyed after 1 year.

### Supplying personal data to third parties:

Personal details will only be exchanged with third parties with the explicit written permission of the course participant. The exchanged personal data mentioned below will not be used for other purposes.

Subsidisers in the EU will be provided, in the strictest of confidence, with particulars that they deem necessary for granting subsidy.

For example: name, address, date of birth and information on progress and departure. On request, (former) course participants may be supplied with other data.

'Blik op Werk' has the right to monitor participants in order to guarantee the quality mark for integration. Saxion is therefore obliged to provide research bureau **Panteia**, assigned by Blik op Werk for a satisfaction survey, with the following data: name, gender, address, e-mail address and end date of the course.

Saxion, in the interest of the quality mark for integration, supplies data to **Dienst Uitvoering Onderwijs (DUO)**. In concerns the name, BSN and the starting date of the course. Moreover, in order to process pass rates, Saxion has access to the results published by DUO for Saxion course participants on the state examination NT2.

Course participants who, for certain reasons, wish to keep secret personal data that is normally shared with other course participants, should report this to their co-ordinator or study coach. This request will be respected as much as possible.

#### **Photos**

Photos taken of course participants for PR purposes will not be published without the consent of the course participants.

#### **Publication of the privacy regulations**

During the intake process, the course participant receives a copy of the privacy regulations and can discuss this during the intake, and in any case before signing the contract. The course contract states that the regulations have been discussed and understood. The SSC NT2 privacy regulations are also available in the Dutch language.

#### **Attachments**

Further information on processing and exchange of (particular) personal details can be found in the Purpose Limitations SSC NT2 document at the Language Centre administration office.