



Privacy Statement

In accordance with the transparency obligations under the GDPR

SUMMARY

The European Cultural Foundation (“ECF”) is an independent organization with the goal of nurturing a socially engaged and culturally rooted civil society across Europe. To connect and inspire individuals, support cultural change makers and otherwise operate successfully, personal information is used by ECF.

Whether you are a grantee, employee, event participant, newsletter subscriber or otherwise, we will treat your personal information respectfully, confidentially and compliant to the General Data Protection Regulation.

- We process your personal data legitimately and for specific purposes only.
- We limit the processing of your personal data to what is relevant and necessary.
- We will clearly ask for your consent for processing your personal data in cases where your consent is required.
- We will not share your personal data with third parties without your consent, unless we are legally obliged to, in case of a legitimate interest or in case we have contracted a third party to process personal data on behalf of us.
- We take appropriate security measures to protect your personal data and we demand a high level of data protection standards of third parties that process personal data on behalf of us.
- We will respect your personal data rights.

In case of questions or complaints, please contact our Privacy Officer at privacy@culturalfoundation.eu

FULL STATEMENT

The European Cultural Foundation (“ECF”) is an independent organization with the goal of nurturing a socially engaged and culturally rooted civil society across Europe. To connect and inspire individuals, support cultural changemakers and otherwise operate successfully, personal information is used by ECF.

Whether you are a grantee, employee, event participant, newsletter subscriber or otherwise, we will treat your personal information respectfully, confidentially and compliant to the General Data Protection Regulation. This privacy statement offers an explanation of how and why your personal information is processed by ECF.

Your information

Which personal information we process is dependent on your relationship with ECF. We exclusively collect and process the information that is necessary and relevant to our relationship and the specific purpose for which the information is processed. This generally means that we collect the following information.

- When applying for a grant, internship, or paid position, we may process your name, address, date and place of birth, nationality, gender, contact details, portfolio, work history or CV, cover letter, photo, degrees and certificates and interests.
- As our grantee and employee, we will additionally process your ID, IBAN and BSN (social security number), emergency contact details. During employment we will process relevant information such as performance evaluations and absence frequency.
- If you are an event participant, we may process your name, contact details, date of birth, the organization that you are part of and your position as well as your previous engagements with ECF.
- If you have subscribed to our news outlets, we will process your name and contact details as well as your relationship to ECF.
- If you have subscribed to our online communities, we will process your e-mail address, and may process (if you choose) your name, photo, city and country, and biography.
- By visiting our website, we may process technical data of your device used, such as the IP-address and your browsing activity.
- In any case, we may process the content of our communication (by any means) with you as well as your relationship to ECF and your previous engagements with ECF.

In addition to the information listed above, and dependent on your relationship with ECF, we may collect and process other types of necessary and relevant information.

Purpose and legal basis

We lawfully collect and process your personal information for a legitimate purpose depending on your relationship with ECF.

- When you are applying for a grant or a paid position, your information is processed with your consent and is used to assess your application.
- As a grantee, your information is processed on the basis of our contract in order to establish the grant, monitor its conditions and communicate about you and your work.
- As an employee, your information is processed on the basis of our employment contract in order to maintain our employment relationship.
- When participating in an event, your information is processed with your consent and is used to register you as a participant, manage the event and maintain a record of our relationship.
- As a newsletter subscriber, your information is processed with your consent in order to provide you with the newsletter and maintain a record of our relationship.
- When visiting our website, your information is processed on the basis of our legitimate interests to continue to improve our website's functionality, efficiency and presentation.

In the event that we enter into a contractual agreement (grant or employment), providing personal data to us is a necessary (and often legal) requirement for such an agreement. We will not be able to enter into a contractual agreement without the requested personal data.

Please note that we may additionally have a legal obligation to process certain information (e.g. for tax purposes).

Time limit for erasure

We do not store your personal data longer than is necessary or required by law.

Grant or job applications are erased within four weeks from concluding the application process. If you consent to keeping your information for future engagements we will erase your personal data after one year instead.

Personal data of our grantees and employees is erased two years after our contractual relationship ended with the exception of information that is legally required to be kept for seven calendar years (e.g. for tax purposes). Event registration and related personal data is erased two months after the event (unless you consent to keeping your information for future engagements). Subscriber information is erased when you unsubscribe.

Security

We take appropriate technical and organizational security measures to protect your personal data. We have appointed a Privacy Officer and an Information Security Officer to supervise the appropriate application of our data privacy and security policies. Each staff member and ECF contractor has signed a Confidentiality Agreement. Access to your personal data is restricted to persons with a relevant position or assignment at ECF.

Recipients

We will not share your personal data with third parties without your consent, unless we

are legally obliged to or in case we have contracted a third party to process personal data on behalf of us (processors). When we contract the services of a processor, we demand a high level of data protection standards. Processors may only process your personal data for the specific purpose for which your information is processed, on the basis of our instructions.

We may share your personal data in case it is in the legitimate interest of yourself, ECF or a third party. For instance, when registering for an event, we may (be required to) share your personal data with security or government organizations for security purposes.

Your rights

Under the conditions stated in the General Data Protection Act and at your request, you have the following rights in respect of your personal data processed by ECF.

- **Access.** We will supply you with information regarding the processing of your personal data (at no cost).
- **Rectification.** You may rectify, complete or add a supplementary statement to your personal data.
- **Erasure.** We will erase your personal data without undue delay.
- **Restriction of processing.** You may restrict ECF from further processing your personal data.
- **Objection.** You may object to the processing of your personal data on the basis of the legitimate interests of ECF.
- **Data portability.** You may request to receive your personal data from ECF.
- **Withdraw consent.** In the event that your personal data is processed by ECF on the basis of your consent, you may withdraw your consent for further processing.

Please note that due to legal obligations (e.g. for tax purposes) or because we have an ongoing contractual relationship, we may not be able to erase all of your personal data. When such a legal obligation respectively such a contract expires, then these rights may be fully exercised. You will of course be notified of this.

We respect your privacy rights. In order to exercise your rights, please contact our Privacy Officer at privacy@culturalfoundation.eu.

In the event that you are not satisfied by the handling of your personal data by ECF, please contact our Privacy Officer at privacy@culturalfoundation.eu who will address your complaint confidentially. You also have the right to lodge a complaint with the Dutch supervisory authority (*Autoriteit Persoonsgegevens*).