

KNHG Privacy Policy

The KNHG is an independent not-for-profit association, by and for historians. We offer members and non-members all kinds of information and services via our websites. In doing so, we process privacy-sensitive information, also known as personal data.

We believe that handling personal data with care is essential and therefore process personal data in a careful and secure manner. We comply with privacy legislation requirements. That means, for example, that we:

- clearly indicate purposes for which we process personal data. We do this in the Register of Processing Activities
- curtail the personal data we gather to only the personal data necessary for the purposes for which they are processed
- will not share your data with third parties
- take appropriate security measures to protect your personal data and require the same from any parties we commission to process personal data
- respect your right to access, correct or remove your personal data on request.
- if after reading this privacy statement you wish to contact us, you may do so via the contact data below.

Phone	020 – 2246 815 Monday through Friday, from 8.30 to 17:00 hours
E-mail	info@knhg.nl
Mailing address	P.O Box 10855, 1001 EW Amsterdam
Street address	Korte Spinhuissteeg 3, Amsterdam

Use of personal data

When you use our memberships, services and websites, you leave us certain data. They may be personal data. We do not always process alle data you provide: it depends on which services and functionalities you use on our websites.

Personal data

When you become a member of the KNHG, we process the following personal data:

- Name, address, place of residence, including gender, phone number and e-mail address(es)
- Date of birth
- Affiliation, being a university or employer (if applicable);
- Start date of membership, type of membership plus membership number
- Manner of registration (website, in writing) plus date entered in database
- Welcome gift received
- Bank account number (IBAN)
- Payment data per calendar year (transfer or direct debit, plus the date dues were received)
- My KNHG access data (excluding your personal password)
- Information you enter in an open field, such as a forum post or a message on the contact form.

If you apply to us for a paid position, professional experience opportunity or traineeship, we use the following data but retain them only in the event that you are offered employment, a traineeship or an opportunity to acquire professional experience. These data are then provided to the Huygens ING department of human resources:

- Letter of application and C.V.

The selection procedure may include an online search for candidates.

Purposes

We process the above data for one or more of the following purposes (depending in part on which services or functionalities you use):

- Membership records, also including:
 - o information about and invitations to (general) meetings
 - o annual dues collection notice, plus any reminder(s)
 - o general member information other than what is described above
 - o My KNHG community.
- General communication with members, which also includes:

- sending (digital) newsletters
 - sending the academic journal and/or the digital version
 - invitations to the various congresses and gatherings
 - complaints and/or comments you place via fields on the website
 - general communication disclosures other than those mentioned above.
- Registration of participation in events and gatherings, including:
- name
 - type of membership
 - payment data.

Disclosure to third parties

We do not share data you provide with third parties, unless this is required or permitted by law. The police, for example, could possibly request data from us for investigations relating to fraud. In that case we are required by law to provide these data.

Profiling and cookies

The KNHG does not use cookies or member profiling, except for keeping records of the types of membership offered.

Security and retention

We take appropriate security measures to curtail the risk of misuse of and unauthorized access to your personal data. This is how we ensure that only those who need them have access to the data, that data access is protected, and that our security measures are checked regularly.

We do not retain the data longer than necessary, and the maximum is seven years. This means that we retain the data as long as necessary to provide the services requested that pertain to your membership. The exceptions to this are the data we are required to retain longer by law.

Websites of third parties

This statement does not apply to websites of third parties connected to our website via links. We cannot guarantee that these websites will handle your personal data safely or responsibly. Before using the website concerned, always read the privacy statement of such a website for additional information on how they handle your data.

Minors

If you are under 16, you may use our website exclusively under the supervision of your parents or statutory representatives.

Changes to this privacy statement

We may change this privacy statement based on new insights. Changes will be published on our website.

Accessing and changing your data

You may contact the KNHG membership records as follows:

Phone	020 – 2246 815 Monday through Friday, from 8.30 to 17:00 hours
E-mail	info@knhg.nl
Mailing address	P.O Box 10855, 1001 EW Amsterdam
Street address	Korte Spinhuissteeg 3, Amsterdam

To avert misuse, when you submit a written request for access or to make a change we will ask you to identify yourself adequately by sending along a copy of valid proof of identification. Please conceal your BSN on the copy.

Dutch Data Protection Authority

Of course we are happy to help you, if you have complaints about how your personal data are processed. If you do not manage to resolve the matter with us, you are also entitled pursuant privacy legislation to lodge a complaint to the privacy regulatory authority, the Dutch Data Protection Authority. To this end, you may contact the Dutch Data Protection Authority.

Entry into force

This (new) privacy statement is in effect from 17 April 2018 and was most recently updated on 18 March 2019.