

BMGN – Low Countries Historical Review Privacy Policy

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To enable access to the articles via our website 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
- share your address data only with the printer/distributor of the journal for the purpose of enabling dispatch in keeping with your subscription
- 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 – 2246814 Monday through Friday, from 8.30 to 17:00 hours
E-mail	bmg-n@huygens.knaw.nl
Mailing address	P.O Box 10855, 1001 EW Amsterdam
Street address	Oudezijds Achterburgwal 185, Amsterdam

Personal data

If you e-mail us via bmgn@huygens.knaw.nl or the e-mail address of one of our editors, when you submit an article via the website or write a review for us, we process

- your name, e-mail address, address, and if indicated your phone number
- affiliation, being the university or employer (if applicable).

Once the e-mail has been processed, we transfer it to our archive in Outlook. This is located on the secured server of Huygens ING / KNAW. The personal data are stored in a database and retained in keeping with the retention periods prescribed by law.

We forward your address data to our printer Bariet Ten Brink. We have reached a processing agreement about this with Bariet Ten Brink.

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.

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

While using the website www.bmgn-lchr.nl, we gather only functional (tracking) cookies. We have a processing agreement about this with Google, Ubiquity Press and UopenJournals. This means that the IP addresses are anonymized (the last three digits of the IP address are not stored). We do not share these data with third parties, not for advertising purposes either.

In addition, we gather social media cookies: if you decide to share one of our articles on social media and use the social media buttons on the page to this end, you will send data enabling us to examine how we can optimize the website and make it still more user friendly.

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. The exceptions to this are the data we are required to retain longer by law. We retain copy submitted as a back-up to the website. We list only the name of the author to this end.

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 BMGN board of editors – Low Countries Historical Review as follows:

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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 22 May 2018.