

BMGN – Low Countries Historical Review Register of Processing activities

Contact data of party in charge of processing for bmgn-lchr.nl, located at Oudezijds Achterburgwal 185 in Amsterdam.

Purposes

BMGN – Low Countries Historical Review is a leading peer-reviewed journal about the history of the Low Countries (North and South Netherlands) and their place in the world. The journal appears four times a year, both online in open access and in print, and features articles in Dutch and English. In addition to the board of editors comprising eight leading historians from the Netherlands and Flanders, there is an International Advisory Board, composed of foreign experts on the history of the Low Countries. The journal is published by the Royal Netherlands Historical Society, the largest professional organization of historians in the Netherlands. BMGN-LCHR is independent of the KNHG in editorial respects and content.

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

- Publishing copy you provide.

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.

We forward your address data to our printer Bariet Ten Brink. To this end, we enter a processing agreement 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.

Concerned persons

Concerned persons are those who visit bmgn-lchr.nl

Pursuant to the General Data Protection Regulation, concerned persons have the following rights:

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- The right to access the data
- The right to rectify and supplement them, if they are not correct
- The right to oblivion
- The right to curtail data processing
- The right to object to data being processed
- The right to data transfer (data portability)
- The right not to be subject to automated decision-making and profiling.

Concerned persons may exercise this right by submitting a request by e-mail (via bmgn@huygens.knaw.nl). BMGN will notify concerned persons within a month regarding the request submitted to exercise the above rights. To avert misuse, we will ask when you submit a written request for access or to make a change that you identify yourself adequately by sending along a copy of valid proof of identification.

Recipients

Bmgn-lchr.nl does not provide information to third parties in or outside the Netherlands without permission from the members.

Data retention periods

Bmgn-lchr.nl retains the data of those who have submitted copy. The mail archive is purged once a year, while only the files serving as back-ups (definitive versions of copy) are retained on the KNAW server.

Data security

The managing editor and the editor have access to the [bmgn-lchr](http://bmgn-lchr.nl) archive. Members of the board of editors may have documents from the archive sent to them on request. Trainees may access only documents relevant for their daily work (copy that has yet to be published, the general e-mail of the board of editors). The board of editors is in charge of processing data but does not have direct access to the archive and the general mailbox.

Bmgn-lchr.nl processes (anonymized) analytical data about using the website together with Google (Google Analytics). Google has reached a processing agreement with bmgn-lchr.

Dutch Personal Data Protection Authority

The register may be requested by the Dutch Data Protection Authority. Bmgn-lchr.nl is required to grant access upon receiving such a request.

Updates

If the circumstances give cause, this register of processing activities will be updated.

This Bmgn-lchr.nl register of processing activities was composed on 22 May 2018.