

Privacy Regulations of Crossroads International Church of The Hague (Crossroads)

We use a number of definitions in our Privacy Regulations that can be used in the singular or plural:

Cookie: a small file that is placed via an internet site in your browser, which records information about your visit to the **Crossroads** internet site;

Regulations: these Privacy Regulations;

Privacy legislation: the Act Implementing the General Data Protection Regulation (AVG: de *Algemene Verordening Gegevensbescherming*).

1. Explanation of the Regulations

Crossroads may not automatically process the data you provide. The privacy legislation is intended to protect the privacy of individuals. This Act restricts the permitted use of your personal data by others. Acting on this legislation, **Crossroads** has the duty towards its members, people interested in the church, visitors and employees to:

- inform them of the way in which and the purpose for which data are processed by **Crossroads**;
- state who is allowed to view the data;
- request permission to process certain data.

Crossroads considers your privacy important. That is why **Crossroads** explains in these Regulations how it deals with your data, what the purpose is of its use, and for the processing of which data **Crossroads** must explicitly request your permission.

2. The personal data Crossroads uses and the purpose of such use

Crossroads may and (possibly) will process your data if you are or will become a member of **Crossroads**, if you are interested in **Crossroads**, if you visit **Crossroads**, if you are an employee, if you register for the newsletters, if you get in touch with us via the website.

Crossroads may and (possibly) will collect your name, address, date of birth, phone number, e-mail address, gifts, status, marital status, your children and International Bank Account Number if you are a member of the church.

Crossroads may and (possibly) will collect your name, address, phone number, e-mail address and International Bank Account Number if you are interested in the church.

Crossroads may and (possibly) will collect your name, address and International Bank Account Number if you are a visitor of the church and if you like to be added to the database and make this known to **Crossroads** by providing us your contact details.

Crossroads may and (possibly) will collect your name, address, date of birth, phone number, e-mail address, International Bank Account Number and social security number if you are an employee of the church.

Crossroads may and (possibly) will collect medical info of kids, like allergies.

This data enables us to:

- finalise the contract data subjects conclude with **Crossroads** financially and administratively;
- provide our services;
- reach members or interested parties if this is necessary;
- develop/further optimise our services;
- comply with our obligations as an employer.

Cookies

Crossroads places and allows others to place cookies in the browser of clients or prospective clients who visit the website. This data enable us to:

- register which internet site/internet pages you visit;
- improve the functionality and contents of the website;
- keep track of the subjects or applications in which prospective clients are interested;
- ensure that you do not constantly receive the same information;
- improve the range of products.

Explanation of the placement of cookies

When you visit our website cookies are automatically placed that allow us to keep certain information up to date. This concerns, for example, information on how often you visit our website and in which topics you are interested. For more information, we refer you to our cookie policy on the website.

There are different types of cookies. **Crossroads** needs your permission to place certain cookies. This permission is obtained by asking for your consent once, when you visit our website for the first time. You can withdraw your permission for the placement of cookies by changing the settings in the browser you are using.

3. Provision of personal data to third parties

Crossroads does not provide any personal data to persons or businesses outside the **Crossroads** organisation, unless:

- this is required by a statutory provision;
- this is necessary to perform a contract that **Crossroads** has concluded with you;
- you have given permission to do so.

4. Obligations/secured access/confidentiality/retention period

Crossroads processes your personal data only in accordance with the law. This implies, among other things, that the data are processed only for the purpose of which they are obtained and in a proper/careful manner, in accordance with the law and these Regulations.

Your personal data can be accessed only by the staff and elders of **Crossroads** and other volunteers in case you do voluntary work for **Crossroads**, unless stated otherwise in these Regulations. All your personal data are protected by **Crossroads** against unauthorised access. This protection consists of:

- having a personal password for each staff member to log in to the digital system;

- the staff of **Crossroads** having a duty of confidentiality with respect to all personal data provided to **Crossroads**;
- technical measures taken by **Crossroads** in accordance with the law, to secure the system it uses against external data breaches.

Your personal data will be kept no longer than necessary for proper administration and/or other defined goals. **Crossroads** applies a period of one month from the notification of a data subject to delete the personal data, after which the data are destroyed. The law may prescribe a different retention period. If so, **Crossroads** will comply with the prescribed statutory retention period.

5. Your rights as a person concerned

- The right to be informed. You have the right to know whether and which personal data of you are processed and for what purpose.
- The right of inspection. You have the right to view and copy these data, provided that the privacy of another person is not thereby impaired.
- The right to correct and remove. You have the right to correct, change or delete data. The right to (partially) remove your data can only be met if the retention of the data is not of considerable interest to another person and if there is no law that prescribes that the data must be saved.
- The right of resistance. In certain cases you have the right to oppose the processing of your data.
- The right of data portability. You have the right to receive your personal data that is stored and transfer it to another organization.
- The right to a human eye in case of automated decisions. When an automated decision is about to be made, you have the right to have the decision taken by human intervention.

If you want to exercise your rights, you can state this by sending an email to info@crossroadschurch.nl. If your request is rejected, the reason of the rejection will be explained to you. One reason may be that your file contains information that is or may be important for another person. You will receive notice from **Crossroads** within one month of receipt of your request.

If you have a complaint about the processing of your personal data, you can also contact **Crossroads** and we will attempt to solve the problem together with you.

Do you have (other) comments/questions/suggestions or do you want to object to the newsletter by **Crossroads**? You can also contact us for these matters.

Crossroads will of course handle the personal data provided in this context also confidentially and carefully.

Our current contact details can be found on the website of **Crossroads**.

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