

Privacy Statement

International Network for School Attendance (INSA)

INSA, located at Pieter de la Court Building, Wassenaarseweg 52, 2333 AK Leiden, the Netherlands, is responsible for the processing of personal data as shown in this privacy statement.

Contact details

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D.A. Heyne is the Data Protection Officer for INSA. He can be reached via heyne@fsw.leidenuniv.nl

Personal data that we use

INSA uses your personal data because you use one of our services and/or because you have provided us with this information. Below is an overview of the personal data that we use:

- First and last name
- E-mail address
- State/province
- Country
- Organization
- Telephone number

Special and/or sensitive personal data that we use

INSA does not intend to collect data about website visitors who are younger than 16 years. This is unless they have permission from parents or guardians. However, we cannot check whether a visitor to the website is older than 16. We thus encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor

without this permission, please contact us via heyne@fsw.leidenuniv.nl and we will delete this information.

Our purpose and basis for using personal data

INSA uses your personal data for the following purposes:

- To send our newsletter
- To give you the opportunity to create an account
- To enable members to make contact with each other via their email addresses
- To enable members to communicate with each other, via a communication platform in the website
- To tailor the content of the website to identified needs and interests (e.g., school-based versus research-based information)
- To categorize data (e.g., research; resources) for specific members (e.g., by country, state/province, language)

Automated decision-making

INSA does not make decisions based on automated processing about matters that can have (significant) consequences for people. This relates to decisions made by computer programs or systems, without a person (e.g., an employee of INSA) being involved. INSA uses the following computer programs or systems: Content Management System Joomla.

How long we store personal data

INSA does not store your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for your first and last name and your email address: for as long as you are a member of INSA.

Sharing personal data with third parties

INSA provides personal data to third parties only if this is necessary for the execution of our agreement with you or to comply with a legal obligation. INSA will not sell your data for commercial profit.

Cookies or similar techniques that we use

INSA uses functional and analytical cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website. INSA uses cookies with a purely technical functionality. These ensure that the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to ensure the website works well and to optimize it. In addition, we place cookies that keep track of your surfing habits. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser. For an explanation, see: https://en.wikipedia.org/wiki/HTTP_cookie

Cookies are also placed on this website by third parties. (Google Analytics)

Analytical cookies

INSA uses the following analytical cookies:

- Google analytics

`_ga`

Storage period: 24 hours

It registers a unique ID that is used to generate statistics about how the visitor uses the website.

`_gat_`

Storage period: 10 minutes

Used by Google Analytics to slow down request speed.

`_gid`

Storage period: 24 hours.

Registers a unique ID that is used to generate statistics about how the visitor uses the website.

Social Media

On our website, buttons are included to promote web pages ("like") or share ("tweet") on social networks such as Facebook, Twitter, and LinkedIn. These buttons work through pieces of code that come from these parties themselves. Cookies are placed through this code. We have no influence over that. Read the

privacy statements of the relevant parties (which can change regularly) to see what they do with your (personal) data via these cookies.

The information they collect is anonymised as much as possible. The information is transferred to these parties and stored on servers in the United States.

LinkedIn, Twitter and Facebook state that they adhere to the Safe Harbor principles and are affiliated with the Safe Harbor program of the US Department of Commerce. This means that there is an appropriate level of protection for the processing of any personal data.

- Twitter: we refer you to the [privacy statement of Twitter](#).
- LinkedIn: we refer you to the [privacy statement of LinkedIn](#).
- Facebook: we refer you to the [privacy statement of Facebook](#).

View, modify or delete data

You have the right to view, correct or delete your personal data. You can do this yourself through the personal settings of your account. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by INSA and you have the right to data portability. This means that you can submit a request to us to send the personal information we have to you or another organization mentioned by you, in a computer file. If you wish to exercise your right of objection and/or your right to data portability, or if you have other questions/comments about the data processing, please send a specified request to heyne@fsw.leidenuniv.nl. In order to ensure that the request for access has been made by you, we ask you to send a copy of your identity document with the request. In this copy, blacken out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number, and citizen service number (BSN). This is to protect your privacy. INSA will respond to your request as soon as possible, but in any case within four weeks. INSA also wishes to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

INSA takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and

unauthorized modification. If you have the impression that your details are not properly secured or there are indications of abuse, please contact heyne@fsw.leidenuniv.nl.