

Privacy

According to the General Data Protection Regulation, we are obliged to inform you about the 'legal grounds' on which we use your data. Radboud University and van Gispen B.V. (part of Koninklijke Ahrend B.V.) have entered into an agreement to provide resources to equip the home office of our staff. We require your data to be able to fulfil the contractual agreements between Radboud University and van Gispen B.V. on the following points:

- Ordering
- Delivery
- Repair and return of defective resources
- Warranty

We transfer of your data in order to pursue the above purposes on the basis of legitimate interest. The interest pursued is the ability to fulfil the legal duty of care that Radboud University has, as your employer. We find it important that the home office of our employees supports a safe and healthy way of working. The resources to set up the home office are provided by the supplier, and the exchange of your data with the supplier is essential, because the product is delivered directly to your home. The data is also necessary for the supplier to deal with warranty-related service queries.

What data is passed on to the supplier?

The following information about you will be passed on to the supplier:

- First name and surname
- Address, postcode and town/city
- E-mail address (business or private)
- Telephone number (business or private)

The above data is required to enable us to contact you regarding delivery of the product.

Who has access to your data?

We will pass on your data to Gispen B.V. when it is really necessary, see the purposes for which the data is passed on. Gispen B.V. uses a delivery partner and IT service providers (systems that hold your data). Gispen B.V.'s delivery partner is Jos Dusseldorp Transport. They need your data to be able to deliver the order to the correct address and/or pick it up from the correct address.

A data exchange agreement has been concluded with Gispen B.V. in which written agreements have been made about the handling of your data. It has also been agreed that Gispen B.V. only engages parties that offer at least the same guarantees in terms of data protection.

How is my data shared and where is it stored?

Your data will be shared with Gispen B.V. via a link. Gispen B.V. will then store the data in their systems (EpiServer B.V. and Salesforce). Gispen B.V.'s database is located within the European Union, so the handling of your data is bound to strict AVG legislation. Furthermore, the data centre used by Gispen B.V. is located within the European Union (Landgraaf, The Netherlands). For more information on how Gispen B.V. handles your personal data please read their privacy statement, accessible via Radboudnet: radboudnet.nl/hybridewerken.

How long do we keep your data?

We do not keep and use your data longer than necessary for the purpose in question. Within Radboud University your data will be retained in BASS-Oracle for up to two years after leaving employment, unless there is a different legal obligation to retain the data.

Data sent to the supplier is retained for up to 10 years in connection with the product warranty. An overview of the retention periods is given below:

- Invoice, payment and order data are kept by Gispen B.V. for a maximum of seven years in order to comply with the administration obligation of the tax authorities. However, this does not include any employee data.
- Your details will be processed in order to be able to invoke the right to repair, return and/or other guarantees from the supplier. These data will be kept for a maximum of 10 years. The storage period of 10 years is linked to the warranty period of the product.
- Your details will be used by the delivery service for the delivery or collection of the product. These data may not be stored in their own systems for longer than necessary. After delivery and/or collection, the full set of data will be retained for a maximum of one year. The address and delivery date are kept for seven years for tax purposes.

After the retention period has expired, the data is irrevocably deleted.

What are your rights?

As an employee you have certain rights under the AVG, because you remain the owner of your data. To find out more about your rights, ask questions, object to the transfer of your data and/or lodge a complaint, please read our [privacy statement](#) for employees.