



PRIVACY REGULATION

STICHTING UNICA-FILMFESTIVAL IN NEDERLAND

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GENERAL

The board of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND (FOUNDATION UNICA FILM FESTIVAL IN THE NETHERLANDS) greatly values your privacy. It is very important to us that the personal data, collected and processed by the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND, shall be protected to the fullest extent possible.

The website of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND is managed by the NOVA. The website is www.unica2019.nl.

For questions about this privacy regulation or any complaints you may have about the way the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND handles your data, you can contact us via the form listed under 'Contact' on our website www.unica2019.nl.

PURPOSE OF THE PRIVACY REGULATION

This regulation describes the personal data processing by the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND and may be updated from time to time, for example in order to keep abreast of the applicable laws and regulations in the practices of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND.

The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND can process your data if you visit their website or contact the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND. This concerns the data you enter in a registration form or contact form or an e-mail you send to the secretary. As part of this processing the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND safeguards and respects your privacy by enforcing the General Data Protection Regulation (GDPR) and the Code and Rules of Conduct that have been established by the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND. This means that your personal data is only used to the extent that it is compatible with the initial objectives as outlined in the aforementioned Code of Conduct, that your personal data shall be protected by the organisation and that you can exercise certain rights relating to your personal

data. This privacy regulation presents an overview of the objectives of the data processing by STICHTING UNICA-FILMFESTIVAL IN NEDERLAND, the use of cookies on this website and how you can exercise your rights relating to your personal data.

CONCEPTS

The regulation contains a number of terms, described below.

- The law: the General Data Protection Regulation (GDPR);
- The privacy regulation: this regulation;
- The responsible: STICHTING UNICA-FILMFESTIVAL IN NEDERLAND;
- The administrator: the secretary of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND;
- The webmaster: the webmaster of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND, who manages the website.
- The processor: the legal person that processes personal data for the execution of an agreed-upon task on behalf of the Responsible, without coming under the direct authority of that party.
- The party concerned: the person to whom the personal data relate;
- The user: the officer authorised to enter, change and/or delete personal data, or take note of any export of the processing;
- Third parties: persons and bodies outside of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND;
- Personal data: data relating to an identified or identifiable natural person;
- Processing of personal data: any act or combinations of acts concerning the personal data such as the collecting, recording, organizing, saving, updating, changing, requesting, consulting, using, providing, spreading, merging, correlating, as well as the guarding, erasing or destroying of data;
- File: any structured set of personal data, whether centralised or dispersed on a functional or geographical basis, that are accessible according to specific criteria and relate to various persons;
- Data breach: a security breach that leads accidentally or unlawfully to - or it can't reasonably be excluded that it may lead to - the destruction, loss, alteration, unauthorised disclosure or unauthorised access to personal data.

OBJECTIVES

The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND only collects or uses your Personal Data for the purposes defined in this privacy regulation.

These are:

- Activities that are standard in light of the objective of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND, such as registration for access to excursions, opening ceremony and closing ceremony;
- Providing the parties concerned with the correct contact information when it concerns participation in or organisation of activities that are organised by the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND.

- Calculating, recording and collecting of payments, grants and donations and further activities of internal management;
- Sending information to all parties concerned about the activities and services of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND and related marketing activities of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND, for example through newsletters and sending confirmations of registration for activities;
- Dealing with disputes and auditing the books.

PERSONAL DATA

Personal Data are obtained exclusively from the party concerned. The party concerned shall be notified prior to the first Processing of their Personal Data of this processing and the existence and retrievability of the applicable rules.

Personal Data shall only be processed as far as this is adequate, relevant and not excessive, regarding the aforementioned objectives.

The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND only processes the data of the following persons:

- persons that have requested information and documentation from the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND;
- persons that have a business or financial relationship with the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND;
- persons that have registered for activities organised by the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND.

The Parties concerned shall be registered by the secretary of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND or via a web form.

The following data will be registered:

- Name, separated into first name and last name
- Email address
- Address
- Postal code
- Place of residence
- Telephone number
- Mobile number
- Website (in case a third party is involved in the organisation of the activities)
- Employer (in case a third party is involved in the organisation of the activities)
- Position (in case a third party is involved in the organisation of the activities)
- Language choice Dutch, English, French or German (when registering for an activity)
- Mode of transport (when registering for an activity)
- Hotel (when registering for an activity)
- Diet (when registering for an activity)
- Participation category (when registering for an activity)

The data shall not be kept for more than two years after the activities of the Parties on behalf of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND are finished or the transaction with the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND is completed, unless the Personal Data are necessary to meet the objectives of a legal data retention.

Data of participants shall be deleted within two years after the end of the festival.

Deleted data shall be destroyed unless they are necessary for historical research or archiving. In that case appropriate measures shall be applied to ensure that the relevant data shall only be issued anonymized and shall only be used for that purpose.

ACCESS TO AND PROVISION OF PERSONAL DATA

The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND only provides Personal Data to Third Parties in case this is necessary for the organisation of an activity and in accordance with the objectives.

Some Parties are on a list due to their position within the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND or their involvement in the organisation of activities. This list shall only be shared with board members of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND.

The personal data of participants of activities shall only be shared with Users who are involved in the organisation of the activities, in as far as this is in accordance with the objectives.

The Users that have access to (a part of) the Personal Data are obliged to observe secrecy of the Personal Data they take cognisance of, unless any legal regulation obliges them to communicate this information or if the need to communicate emerges from their task.

SECURITY

The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND shall ensure the necessary measures of a physical, technical and organisational nature to secure the processed Personal Data against loss or any form of unlawful processing.

Login details shall be send over the internet via an encrypted connection

COOKIES

The website of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND uses a functional cookie for the login of the website's members area. This shall only serve the saving of the session data. This only applies to persons who have gained access to the members area of the website.

The website uses no other cookies.

PRIVATE LOGGING

Some data shall be automatically recorded when you fill in a web form. These are the date and time of entry.

The date and time of the login shall be recorded when a user logs on. Only the last login moment shall be saved.

LINKS TO WEBSITES OF THIRD PARTIES

On the website of the STICHTING UNICA-FILMFESTIVAL IN NEDERLAND links can be found to websites of third parties. After clicking on the aforementioned links, the visitors will be redirected to the website of the third parties concerned. The privacy regulation of the third party applies to the use of these websites . The user needs to read the privacy regulation of this third party to get insight into how this party handles your Personal

Data. The STICHTING UNICA-FILMFESTIVAL IN NEDERLAND is not liable for the information supplied, stored or collected by third parties during the visits to these websites.

FINAL PROVISIONS

The board decides in cases not provided for by the Privacy Regulation.

Changes in the objective of the Processing and in the type of content, use and method of collecting the Personal Data should lead to changes of this Privacy Regulation.

Changes and additions to the Privacy Regulation will be decided by the board.

This Privacy Regulation was approved on 28 June 2018 and came into effect on 29 June 2018.