

## KIT Royal Tropical Institute Privacy Notice

This privacy notice applies only to the actions of KIT Royal Tropical Institute and Users with respect to the activities of the Project Office and KIT website, including the KIT Fund (it does not extend to any websites that can be accessed from this website).

### 1. Introduction

KIT Royal Tropical Institute works for a more healthy, equitable, inclusive, safe and sustainable world. We provide advice and support in policy, strategic planning, governance and program management, with a particular focus on international health and social care. KIT Royal Tropical Institute is a registered company in the Netherlands, and the company number is 33185213 0000. If you have any questions regarding our privacy notice, you can phone, email us or write to: Koninklijk Instituut voor de Tropen Mauritskade 64 1092 AD Amsterdam The Netherlands [businessdevelopment@kit.nl](mailto:businessdevelopment@kit.nl)  
Tel: +31(0)205688711

We are committed to safeguarding our stakeholders' privacy and treating your personal information appropriately. This privacy notice is in place to ensure your personal information is appropriately protected.

We keep our privacy notice under regular review. This privacy notice was last updated in April 2023.

### 2. Personal information collection

For the purposes of the General Data Protection Regulation (GDPR), KIT is the “data controller”. We collect certain information or data about you when you collaborate with KIT to provide services to KIT’s clients and when you call us, email us and use our website. This includes:

- Questions, queries or feedback you leave, including your email address or telephone number if you contact us
- Information about your use of our website services, including what pages you visited, how long you visited the website
- Information that you provide for the purpose of acquiring new projects, including names, addresses, organizational data, email and telephone numbers, CV, diplomas.
- Information that you provide for the purpose of subscribing to the website services

The general categories of personal information that we may collect for the aforementioned purposes are as follows:

- name
- address

- contact phone number
- email address
- CV
- Diplomas
- ID / Passport

When you register or collaborate with us, you agree that you are over 18 years of age or acting with parental consent.

## 2.1. Using personal information

We may use your personal information to:

- respond to a tender
- administer and personalize this website for you
- enable your access to and use of the website services
- publish information about you on the website, providing you have given specific consent to do so
- send you updates and notifications relating to our services or activities
- send you news and communications about the services you have expressed an interest in
- use your email address for survey purposes via a third-party organization

## 2.2. Lawful basis

Under the GDPR (General Data Protection Regulation) we control your personal using the following lawful bases:

- **Consent:** through specific actions such as accepting to be included in the KIT team to acquire a tender, signing an Independent consultant agreement, when you browse our website, ask us to provide you with further information, you provide your consent to us to process information that may be personal. This can be done by sharing your CV and/or diplomas, entering our website and filling in your data for the purposes set out in section 2.1 (using personal information). Wherever possible, we aim to obtain your consent to process this information, for example, by asking you to agree to our use of cookies set out in this notice under section 4.2. (Collecting information with cookies).
- **Legitimate Interests:** We may process your information on the basis there is a legitimate interest, either to you or to us. Where we process your information on this basis, we do, after careful consideration, whether the same objective could be achieved through other means and whether you would expect us to process your data, and whether you would consider it reasonable to do so. For example, in order to deliver our services for your benefit, we may share your personal data with a trusted third-party organization for the purpose of our business activities or to conduct a survey to understand your needs and requirements better.

## 2.3. Where your data is stored

We store your data on our secure servers in the EU. It may also be stored outside of Europe, with the necessary security measures, where it could be viewed by our staff or suppliers. By submitting your personal data, you agree to this.

**2.4. Information Disclosure** Through our business activities, we may disclose your personal information to donors, consortium partners and subcontractors for purposes directly related to the management and delivery of our services. This includes the grant-making process, where we receive applications from interested parties for funding. Those in question will be obligated to use the personal information in accordance with the terms of this privacy notice.

We may also need to disclose your information if required to do so by law and for the purpose of defending our legal rights (including providing information to others for the purposes of fraud prevention). KIT will never sell your personal data to third parties.

### **2.5. Information Protection**

We take reasonable technical and organizational measures to prevent the loss, misuse or alteration of your personal information. All personal information is stored securely in accordance with the principles of the General Data Protection Regulation.

By collaborating with KIT or using our website, you acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

We encourage the use of Microsoft Teams for sharing documents.

In case you need passwords to enter our application portal and access our website, you are responsible for keeping the password you use confidential; we will not ask you for your password.

### **2.6. Cross-border data transfers**

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate to enable the use of the information in accordance with this privacy notice.

In addition, personal information you submit for publication on the website will be published on the internet and may be available worldwide.

You agree to such cross-border transfers of personal information.

### **2.7 Data retention period**

Personal data that we process shall not be kept for longer than is necessary. Our retention period is in line with our contract conditions with the donors we serve and the default legal standard retention period.

## **3. Your individual rights**

Under the GDPR, your rights in relation to the personal data we hold are expressed as follows. You have;

- the right to be informed about how we use your personal data
- the right of access to the data we hold
- the right to rectification of any data we hold;
- the right to the erasure of your data
- the right to restrict the processing of your data

- the right to data portability of your data
- the right to object; and
- the right not to be subject to automated decision-making, including profiling

If you would like any further information about your rights, please contact us by sending an email to

[businessdevelopment@kit.nl](mailto:businessdevelopment@kit.nl) .

You can also send us a Subject access request using the form in Annex 1.

### **3.1. Accessing your personal information**

Individuals can find out if we hold any personal information by making a ‘Subject Access Request’ under the General Data Protection Regulation (GDPR). If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you to who it could be disclosed; and
- let you have a copy of the information in an intelligible form. You may request a copy of the personal information by emailing us at: [businessdevelopment@kit.nl](mailto:businessdevelopment@kit.nl)

### **3.2 Withdrawing your consent**

You may exercise your right to withdraw your consent in relation to your personal data being used at any time by written notice to us via email to: [businessdevelopment@kit.nl](mailto:businessdevelopment@kit.nl) or by way of letter to: Koninklijk Instituut voor de Tropen Mauritskade 64 - Project Office - 1092 AD Amsterdam The Netherlands

Withdrawing your consent does not affect the lawfulness of processing based on consent before its withdrawal.

If you have subscribed to our digital newsletter, every newsletter contains a link that allows you to unsubscribe.

## **4. Visitors to our websites**

When someone visits our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to determine the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website. The information collected by Google is anonymized. Your IP address is partially masked (namely the last octet).

We have signed a Data Processor Agreement with Google, stating that Google only acts as a processor in processing our website visitors’ personal data. Google may supply the information to third parties if Google is obliged to do this by law or if these third parties process information on behalf of Google. KIT Royal Tropical Institute has no influence over this.

We do not share data with Google for any reasons other than those stated and also do not use other Google services in combination with Google Analytics cookies, apart from the mutual exchange of web statistics and campaign statistics with our Google AdWords account, for the purposes of tracking website use and conversion events. This method of measurement of data exchange results in no or only a minimal infringement of your privacy, as no personal information is collected, and we do not use this data to adapt advertisements to your personal preferences.

The information generated by the cookie regarding your website use is transferred to Google, where it is saved on servers in the United States. Google uses this information to track how you use the website, produce website activity reports for website operators and to offer other services regarding website activity and internet use.

To opt out of being tracked by Google Analytics across all websites, visit [Google](#) (opens in a new window).

Our website contains buttons to promote ('like') or share ('tweet') webpages on social networks like Facebook and Twitter. These buttons work through snippets of code originating in Facebook or Twitter that place cookies in your browser. We have no influence on this. Please read the privacy statements of Facebook and Twitter (which can change frequently) to find out what they do with the data they gather through these cookies.

#### **4.1. Use of cookies**

Our website uses cookies. Cookies are small text files placed on your computer by websites you visit. They are widely used to make websites work, or work more efficiently (e.g. by recognizing a user's device), as well as to provide information to the site's owners. We use the following types of cookies:

- **Strictly necessary cookies:** These cookies are essential for the user to move around the website and to use its features
- **Performance cookies:** These cookies are used to understand and analyze the website's key performance indexes, which helps deliver a better user experience for visitors. They do not collect information that identifies the user
  - **Functionality cookies:** These cookies remember choices made by the user and enhance the features, e.g. language or user location. This cookie is also used to remember a user's preferences for a font size or customizable parts of a web page
- **Analytics Cookies:** These cookies are used to understand how visitors interact with the website. They help provide information on metrics the number of visitors, bounce rate, traffic source, etc.

#### **4.2. Collecting information with cookies**

We may use cookies to collect information about how you use the website; for example, we may store information related to:

- the website pages you visit
- how long you are on the website for
- whether you are a new or returning user
- how you came to the website

- the type of device and browser you use

#### 4.3. Disabling or deleting cookies

Most web browsers allow some control of most cookies through the browser settings. If you disable cookies by blocking them or deleting cookies, the functionality of the website will likely be affected. To learn more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [About Cookies](#) (opens in a new window). or [All About Cookies](#) (opens in a new window).

Cookie	Domain	Type	Description	Duration
_ga	.kit.nl	Analytics	The _ga cookie, installed by Google Analytics, calculates visitor, session and campaign data and also keeps track of site usage for the site's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors.	2 years
_gid	.kit.nl	Analytics	Installed by Google Analytics, _gid cookie stores information on how visitors use a website, while also creating an analytics report of the website's performance. Some of the data that are collected include the number of visitors, their source, and the pages they visit anonymously.	
_ga_STQ47PQD8H	.kit.nl	Analytics	This cookie is installed by Google Analytics.	
_gat	.kit.nl	Performance	This cookie is installed by Google Universal Analytics to restrain request rate and thus limit the collection of data on high traffic sites.	

## 5. Questions, complaints and amendments to the Privacy notice

### 5.1. Questions?

If you have any questions or comments about the privacy notice of KIT Royal Tropical Institute, you can address them to KIT, Mauritskade 64 1092 Amsterdam or contact us via email address [businessdevelopment@kit.nl](mailto:businessdevelopment@kit.nl)

### 5.2. Complaints

Under the privacy legislation, you have the right to lodge a complaint with the Personal Data Authority about our processing of personal data. You can contact the Personal Data Authority via this [form](#) (in Dutch). We will be happy to help you if you have a complaint about our organisation.

### 5.3. Amendments privacy notice

KIT reserves the right to make changes to this privacy notice. KIT advises you to check the privacy notice regularly to see whether any changes have been made.

## Annex 1 – Subject Access Request form

KIT Royal Tropical Institute

Mauritskade 64  
1092 AD Amsterdam  
The Netherlands

[Your name and full postal address]

[Your contact number]

[Your email address]

[The date]

### Subject access request

Dear Sir or Madam

[Include your full name and other relevant details to help identify you].

Please supply the personal data you hold about me in:

[Give specific details of where to search for the personal data you want, for example:

- my personnel file;
- emails between ‘person A’ and ‘person B’ (from 1 June 2017 to 1 Sept 2017)
- my medical records (between 2014 and 2017) held by ‘Dr C’ at ‘hospital D’;
- the CCTV camera situated at (‘location E’) on 23 May 2017 between 11am and 5pm;  
and
- financial statements (between 2013 and 2017) held in account number xxxxx.]

If you need any more information, please let me know as soon as possible.

[If relevant, state whether you prefer to receive the data in a particular electronic format or printed out].

Please pass this letter to your Data Privacy expert if you do not normally deal with these requests.

Yours faithfully

[Signature]