

Privacy policy

MCNV commits to the sincere protection of your personal data. This privacy policy will explain how we handle personal data provided to us from our donors, members, suppliers, and employees. MCNV is very committed to guarantee your privacy, therefore MCNV commits to legal regulations in line with the European GDPR law. This means that:

- Your personal information is only used and processed for the purpose that it was provided for to our organization, these purposes and the different types of personal data used, are described in this privacy policy;
- We limit our use of your personal data to the minimum activities required for the purpose for which they are processed;
- That we will ask explicitly ask for your permission when needed for processing of your personal data;
- Fitting technical and organizational measures are taken to secure your personal data;
- MCNV will not share any personal data to other parties, except for situations in which these data are needed for the execution of purposes for which they have been provided;
- MCNV is aware of legal rights and procedures regarding your personal data, which we would like to share with you, and which we respect at all times.

As MCNV we are responsible for the processing of your personal data. If you have any questions regarding this topic after reading our privacy policy, or in general; please contact us through our contact data that can be found at the bottom of this document.

Table of contents

Privacy policy	1
Processing of personal data of newsletter-subscribers/Donors	3
Processing personal data of suppliers	4
Processing of personal data of prospects, stakeholder/lobby contacts and persons interested in MCNV	5
Processing of personal data of employees, volunteers and independent contractors	6
Provision of personal data to third parties	7

Processing of personal data of newsletter-subscribers/Donors

For what purpose do we collect your data

Personal data of newsletters-subscribers and donors will be processed by MCNV for the following objectives:

- In order to inform the person with news from the organization (newsletter-subscribers).
- Giro-payment sent with the newsletter to become a donor.
- Collection of donations based on a SEPA-Direct debit
- Registration by children for objectives above, must be approved by an adult.

On what foundation do we collect your data

MCNV collects this personal data in the following situations:

- Someone signs up for the newsletter.
- Someone registers as a donor.
- Someone registers for the donor trip to Vietnam and Laos.

What data do we collect

MCNV collects the following data of newsletter subscribers and donors;

- Full name, email address, phone number.
- Bank account number, date of passing away, copy passport (only applicable with donors signing up for the donor Vietnam-Laos trip).

How long will your personal data be saved for the purpose of mentioned objectives:

- During the period that one is registered with MCNV.
- Personal data in order to finalize financial administration: 4 weeks.
- Financial data in order to meet the legal retention obligation of tax authorities: 7 years.

Processing personal data of suppliers

For what purpose do we collect your data

Personal data of suppliers will be processed by MCNV for the following objectives:

- Administrative purposes.
- Communication on content of the assignment, and invitations.
- Execution of the assignment agreed upon.

On what foundation do we collect your data

- The agreed assignment.

What data do we collect

- Full name, email address, phone number,
- bank account data (Partners and business contacts)

How long will your personal data be saved for the purpose of mentioned objectives:

- Your personal data will be saved by MCNV for the duration of the agreed-assignment, and thereafter for our financial administration for a maximum of 7 years.

Processing of personal data of prospects, stakeholder/lobby contacts and persons interested in MCNV

For what purpose do we collect your data

Personal data of prospects, stakeholders, lobby contacts and persons with pronounced interest in MCNV will be processed by MCNV for the following objectives:

- Provision of information through newsletters and personal contact.
- Conducting cooperation, correspondence and sharing reports.
- Conducting financial activities/contacts.

On what foundation do we collect your data

- Oral permission, issue of business card, and connection through LinkedIn.
- Registration for newsletter, subsidy of projects, cooperation agreement.

What data do we collect

- Full name, email address, telephone number, bank account data.

How long will your personal data be saved for the purpose of mentioned objectives:

- Your personal data will be saved by MCNV for the duration that you are a prospect, stakeholders, lobby contact or person interested in MCNV.
- Financial data: 7 years.
- Subsidy administration: 10 years.

Processing of personal data of employees, volunteers and independent contractors

For what purpose do we collect your data

Personal data of employees, volunteers and independent contractors working with MCNV, will be processed by MCNV for the following objectives:

- Conducting activities as described in the employment contract.
- Conducting activities as described in the volunteers contract.
- Conducting activities as described in the contract agreement.

On what foundation do we collect your data

- The employment contract (employees).
- The volunteers contract (volunteers).
- The contract agreement (independent contractors).

What data do we collect

- Full name, telephone number, email address, date of birth, bank account data
- Copy ID, Personal number (BSN), medical data, passport photograph (employees)
- Salary data.

How long will your personal data be saved for the purpose of mentioned objectives:

- For the duration of the contract and on legal requirement of the tax authorities.
- Employment contract or amendments of these after resignation of employment: 2 years.
- Copy ID and payroll tax statements after resignation of employment: 5 years.
- Correspondence regarding promotion, demotion or resignation: 2 years.
- Reports of performance reviews: 2 years.
- Motivation letters, resume's, testimonials, code of good behavior: 4 weeks.
- Financial administration for a maximum of: 7 years.
- Personal medical data: 10 years (employers can ask for data destruction).

Provision of personal data to third parties

MCNV can, if necessary, provide your data to third parties for execution of the objectives described above. Our Organization uses third parties for the following activities:

- Maintenance of the MCNV website.
- ICT maintenance.
- Execution of the financial administration.
- Execution of sending newsletters and invitations.

MCNV never shares personal data of all groups mentioned above to third parties that we did not sign a processing agreement with. MCNV agreed upon a set of rules and obligations that guarantee the safety of this data. Besides these parties, MCNV will never share the provided personal data, only if this is legally obligated or legit.

Within the European Union

We do not provide any personal data to parties that are situated outside the EU.

Minors

We only process personal data from minors (under 16 years old) if written permission is provided by a parent or legal caregiver.

Retention period

MCNV only keeps your personal data within their legal timeframe, and only uses them for their original foundation.

Security

MCNV has taken organizational and technical measures to protect your personal data against illegal use, the following measures have been taken:

- All employees from MCNV that can look into your personal data, signed a confidentiality statement for this.
- MCNV uses passwords and usernames on all computers and online clouds.
- MCNV uses locks on archives where personal data is stored.
- All employees of MCNV are informed on the importance of the protection of personal data.

Rights regarding your personal data

You have the right to rectification or deletion of the personal data you provided us with. Also, you may object to the processing of your personal data, conducted by MCNV or a third party that we cooperate with. You also hold the right to demand your provided data transferred back to you at any time. Or, under your command: to another party. MCNV holds the right to ask for a legit ID card or passport before we can take actions on the above mentioned demands.

You always hold the right to withdraw from the data processing agreement between you and MCNV.

Complaints

If you have any complaints on the processing of your personal data, please make use of the intended complaints-form that can be downloaded from our website: www.mcnv.org . In a rare case of not finding an agreement to handle the situation, you may also submit your complaints at the AVG, the supervisory authority in the field of privacy protection.

Questions

If you have any questions following the read of this Privacy Statement, please contact us!

Contact data

MCNV
Weteringsschans 32
1017 SH
Amsterdam
info@mcnv.nl