

## **Privacy policy of the Foundation Takecarebnb (TCBNB)**

Our privacy policy has been adjusted at June 28, 2018. This document informs you why and how we collect personal data, who has got access to your data, how the data are secured and what are your rights after we have recorded your data. All our employees and volunteers are informed about our privacy policy and will act accordingly.

### **Why do we collect personal data?**

When it comes to guests and host families:

TCBNB enables refugees with residence permits to temporarily stay with host families. In order to accomplish the right match between refugees (guests) and host families we collect personal information from both parties. This allows us to take personal backgrounds and preferences into account during the matching process.

When it comes to relationships and supporters:

TCBNB also collects personal data of people and organizations that have shown their interest to mail our newsletters, appeals, invitations and/or donations.

### **How do we collect personal data**

Both refugees and host families may apply through our website and our database will automatically create a personal file. Participants will receive log in data for their file and may adjust their personal file at any time. After the application an intake interview will be held with an TCBNB matchmaker. During this interview more personal information will be added because the matchmaker will take notes that are relevant to the matching process. These notes can only be seen by employees from TCBNB or matchmakers involved in the matching of this guest and/or host family.

Relations will be added to our mailing list in Excel and stored on our OneDrive (Microsoft Office 365 Enterprise e1). Newsletters, invitations and appeals will be sent through Mailchimp. If you receive a message through Mailchimp it is possible to unsubscribe from the mailing list immediately.

### **Which data are collected and why?**

*Guests and host families:*

- First and last name, address, zip code, residence, email address, birth date, gender and phone number (both for identification and in order to get in touch)
- The municipality of the permit holder. The municipality that will assign a home to the permit holder (in order to find a host family in that same municipality)
- Copy of the decision about the residence permit or a copy of the residence permit (for a check on the admission demands)
- Picture of guest and host family. Participants may choose to upload their own pictures to personalize their profile (to find a matching guest or host family)

*Moreover, we gather the following information about guests and host families for the matching process (it is up to the guests and host families to what extent they want to share this sensitive personal information):*

- Nationality, country of origin, former residence, knowledge of languages
- Information about personal interests, hobbies, education and/or professional background
- Information about character traits, habits, desires and preferences with regard to staying over
- Information about religious background and attitude toward people with a different faith or non-religious people
- Information about sexual orientation
- Information about medical circumstances

*Of relationships/interested people/donors*

- First and last name, email address and phone number
- Residence (for personal invitations or appeals)
- Address, zip code, residence and bank details (only in case of donors)

All data mentioned above will also be used for research and evaluation in order to improve our services. This information will be anonymised as much as possible, for instance, by not using names and use only one personal data simultaneously.

**Who has got access to these data?**

Only employees of TCBNB and matchmakers that are involved in matching guests and host families have got access to the database by means of personal logins or passwords. The mailing list is only accessible to employees that have access to shared documents on our Onedrive and our Mailchimp account.

All employees and volunteers will sign a contract stating to handle personal data confidentially and that they know the privacy policy of TCBNB.

**Securing personal data**

The foundation New-Bees is responsible for the technical management of the database and has a user agreement with TCBNB. None of the employees of New-Bees has got access to your personal data, with the exception of the technical manager of the database.

The director, coordinator and the matchmakers do have access to the database by means of their personal log in data. Access to your personal data may only be acquired with authorization of the coordinator.

The database has a solid technical security. The source code of your personal data is located in Amsterdam.

**Will personal data be shared?**

In order to find a host family for a guest and vice versa short descriptions of the profiles will be shared anonymously between the people involved. In order to recruit both guests and host families these descriptions will sometimes be distributed through social media and our networks. Through uploading a picture with the profile both guests and host families grant permission to share their picture.

TCBNB does not share any personal data with third parties or persons except for those parties or persons that have signed an agreement with TCBNB.

### **Pictures and clips**

For promotional purposes TCBNB often makes pictures and shoots clips of guests, host families and activities or events for their website or social media. We always ask permission to anyone involved. Whoever opposes will not be photographed.

### **Rights and retention period**

TCBNB complies with the regulations of the Data Protection Law (in Dutch abbreviated to AVG). You may check your rights with regard to the personal data that you have registered:

<https://www.autoriteitsgegevens.nl/nl/zelf-doen/privacyrechten>

You are entitled to information about, access to, rectification of and oblivion of your personal data.

Your personal data will be stored for a maximum of 7 years. If you want to use your rights send an email to [info@takcarebnb.org](mailto:info@takcarebnb.org)

### **The use of Google-Analytics and opt-out**

Our website uses Google-Analytics cookies. This has been arranged in a user agreement with Google. The final octet of the IP-address has been blocked and 'sharing data' has been switched off. We do not use any other Google services in combination with Google-analytics cookies.