

Privacy statement of VNG International

VNG International is the international cooperation organisation of the Association of Netherlands Municipalities (VNG).

We (VNG International) are experts in strengthening local government in developing countries and countries in transition. Local governments play a key role in the provision of basic services including water, waste management, health care and housing. They have a profound impact on areas such as safety, food security, rule of law and women's rights. This is how our projects contribute in a sustainable way to better futures for people, communities and countries.

In order to do our work properly, it is often necessary for VNG International to process personal data of partner organisations, beneficiaries, experts and others both inside and outside the EU. When using this data, we give primary consideration to the interests of our contacts, including guaranteeing the privacy rights of those involved, in accordance with the [General Data Protection Regulation](#).

Principles

VNG International ensures the lawful, proper, transparent and safe handling of personal data and respects everyone's privacy.

VNG International only processes personal data for predetermined, explicitly described and justified purposes. Personal data will only be processed on the basis of a legitimate basis (permission, performance of a contract, or necessary for the representation of legitimate interests of the VNG).

VNG International only processes those personal data that are strictly necessary for the purpose for which they are intended.

Integrity, confidentiality and security

VNG International treats personal data with care and confidentiality. For example, personal data are only processed by persons who have signed a declaration of confidentiality and for the purpose for which they have been collected. In addition, VNG International ensures that appropriate measures are taken to prevent misuse, loss, unauthorised access and other undesirable actions involving personal data. [Click here](#) for our Code of Conduct.

If, nevertheless, you suspect that your data is not adequately protected or if there are signs of misuse, please contact privacyofficer.vngi@vng.nl

Sharing with third parties

Personal data may be shared with third parties as long as it is compatible with the purpose for which the data were collected and the data subjects are informed in advance and agree to share their data.

If sharing with third parties is not compatible with the original purpose, the data subject's consent is required before data can be shared with third parties. This consent may be withdrawn at any time.

Storage period

Personal data will not be kept for longer than is necessary to achieve the purposes for which your data were collected.

Who is responsible

The Board of VNG International is responsible for the proper safeguarding of privacy within VNG International (also called the controller). If you have any questions, requests or complaints about privacy, you may contact the Board in writing via the Data Protection Officer of VNG.

You can reach the Data Protection Officer via privacy.officer@vng.nl

What data

VNG International only processes personal data to the extent that this is necessary for the performance of its activities. This may include personal data about:

- your identity (full name, gender, year of birth)
- contact details (address, telephone number, email address, IP address)
- curriculum vitae
- passport scan

VNG processes personal data for:

- acquisition
- execution of projects
- sending newsletters
- sending invitations and information

Processing register

VNG maintains a register of its processing operations. Here you can find information about:

- who (identity and contact details) is responsible for which data processing
- the purpose and legal basis of the processing
- the categories (ordinary and special) of personal data (and of recipients of personal data)
- the personal data transferred outside the EU and on what legal grounds.

Rights of the data subject

You have the right to access, correct and delete your personal data. You can send a request for access, correction or removal to privacyofficer.vngi@vng.nl, or by sending a letter to VNG International, PO Box 30435, 2500 GK The Hague, attn. the Privacy Officer.

You can also call us on +31 70 373 84 01. We aim to respond to your request as quickly as possible, but at the latest within 4 weeks.

Cookies

VNG International only uses technical and functional cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone during your first visit to the website. The cookies used by VNG International are necessary for the technical operation of the website and your convenience. They ensure that the website works properly and remembers, for example, your preferred settings. It also enables us to optimise our website.

In addition, we place cookies that track your browsing behaviour so that we can provide customized content. You can unsubscribe from cookies by setting your internet browser to no longer store cookies. In addition, you can also delete all information previously stored through the settings of the browser.

Submit complaints about privacy/ handling of your personal data

If you believe that your personal data has not been handled with due care, you can contact:

- a. the Privacy Officer of VNG International: privacyofficer.vngi@vng.nl
- b. the VNG Data Protection Officer: privacy.officer@vng.nl
- c. the Dutch Personal Data Authority on telephone number 0900 - 2001 201.

Changes

VNG International reserves the right to make changes to this privacy statement. We will inform you by news message on our website and twitter when the privacy policy is modified.