

The Hague, 5 June 2018

Dear Sir/Madam,

For more than 30 years, the Center for International Legal Cooperation (CILC) has built-up and maintained its current status as a trusted partner in rule-of-law related projects across the world, applying our principle of being a gateway to the Dutch public sector.

We are sending you this message today as your personal data (contact information, CV) are stored in our management information system (including our expert database), because there has been direct communication and correspondence in the past (i.e. through email) where you have provided personal details either unsolicited or in response to a request to a CILC staff member.

As of 25th May 2018 the new General Data Protection Regulation (GDPR) has entered into force, harmonising and strengthening all personal data regulations across the EU. As a result organisations like CILC have additional responsibilities and obligations concerning the collection, storing and use of personal data in the EU.

CILC takes your personal data very seriously and has taken the necessary measures to update its Data Protection/Privacy Policy to ensure that our storage and use of personal data comply with the GDPR. The Data Protection/Privacy Policy provides clear information on how we handle and use your personal data. We kindly ask that you read it. You may access it [here](#).

For all matters and questions you may have or if you would like your details removed please send an email to: office@cilc.nl.

Thank you for your understanding and we look forward to possible future collaborations.

Kind regards,

CILC team

Data Protection/Privacy Policy

Effective from 25 May 2018

Introduction

This Data Protection/Privacy Policy describes how we process your personal information and your rights.

Please read it carefully to understand your rights in relation to your personal information, including the right to access, rectification, deletion and to object to processing of your personal information.

Data protection and privacy

Personal data that is collected

Personal data is collected when experts share their information with a CILC staff member and/or through direct contacts for individuals working in organisations during daily operations. The collected personal data includes:

- From experts: name, address, telephone numbers, email addresses, skype ID, preferences for short or long term missions, contact information sheets, availability, curriculum vitae, offers and contracts with the financial conditions, contact history.
- For individuals working in organisations (donors, beneficiaries, institutional partners / consultancy organisations, suppliers): name, function, telephone numbers, email address, contact history.
- When financial transactions occur: financial details, VAT.

Purpose of use of the personal data

The data about experts is used to find relevant experts to be proposed on calls for proposals, tenders or awarded projects, always with the prior written consent of the expert.

The data about individuals working in organisations is used to contact them for cooperation opportunities or running projects.

Any financial data is only used for the purpose of honouring the contracts with the relevant party or to respect Dutch legal obligations.

Part of the data is accessed by CILC's staff based outside of the European Economic Area (EEA). CILC does not provide any personal data to third parties except if such disclosure is necessary in order to protect legitimate interests of CILC or if it is required or permitted by law.

Duration of the personal data is kept

CILC does not keep personal data for longer than is necessary for the purposes for which it was collected and processed.

Confidentiality of the personal data

CILC handles all personal data in accordance with the terms of this Data Protection/Privacy Policy and the legal obligations applicable to the processing of personal data.

CILC has adopted adequate measures to protect all the personal data against accidental or unlawful destruction, loss, alteration, un-authorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

CILC optimizes the security of the personal data by i.e. using firewalls, password protections and limiting the access to the personal data. However, the transmission of information via the internet can never be completely secure and the provision of personal data remains at one's own risk at all times. If you have the impression that your personal data is not adequately protected or if there are indications of abuse, please write to office@cilc.nl.

User rights with regard to personal data

Experts and individuals working in organisations have the right to:

- Access their personal data and to be informed about its use.
- Correct their personal data.
- Have their personal data deleted.
- Restrict the use of their personal data.
- Ask for the portability of their personal data.

To exercise any of the above-mentioned rights, an email should be sent to office@cilc.nl

Cookies

CILC is continuously seeking to improve the experience of the users of its website. That is why cookies are used for certain sections of the website.

Contact

Any correspondence should be addressed by post to the Center for International Legal Cooperation (CILC) Spui 1, 2511 BL The Hague The Netherlands, or preferably by email to office@cilc.nl.