

PRIVACY DISCLAIMER STUDENT SERVICES HOWEST

The purpose of this privacy disclaimer is to inform you about how the student services department of Howest handles personal data obtained through personal and other contacts contacts.

The department student services (hereafter referred to as Stuvo) of Howest commits itself to protect your privacy and personal data. When processing this data, Stuvo will act in accordance with the applicable privacy legislation, being the Belgian privacy law of 8 December 1992 and, as of 25 May 2018, the European privacy law (General Data Protection Regulation - GDPR).

What are personal data?

Personal data is data that directly or indirectly allows you to be identified as a person, e.g. your name, address, telephone number, national register number or email address.

How does Stuvo collect your personal data?

Stuvo collects personal data that you provide at our request. These are supplemented with data collected through other channels after your explicit oral or written consent. (e.g. Bamaflex, study grant office, parents, PCSW, VDAB, NEO, union, health insurance fund, therapists, ...)

What data does Stuvo keep?

- When you register with Stuvo, we keep administrative and social data that is necessary to perform a service you have requested. Personal data that are sent to us through the online agenda 'make an appointment', end up in the mailbox of the relevant social service employee. These data are included in an electronic file. In principle, the student is not obliged to communicate personal data. However, the communication of these data is a necessary condition for carrying out the service/support you have requested. Without these data, the service cannot meet your request. The data you provide us with may include:

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| o Date of birth | o Marital status |
| o Name and first name | o Living situation |
| o Gender | o Program |
| o Nationality | o Income of the parents or partner |
| o Country of origin | o Medication |
| o Phone number | o Other assistance involved |
| o Email address | |
| o Official and actual place of residence | |

- Depending on the purposes, Stuvo collects different types of personal data. When you register with Stuvo, we keep administrative and social data necessary for:

o student activities:

- Application for Stuvo sports app: email address, gender, campus, commuter or dorm student or living in Bruges, program;
- registration student activity: surname and first name, program.

o student housing:

- Howest student room registration: surname and first name, national registration number, date and place of birth, phone number, official residence, email address and program.

o student mobility:

- application for financial contribution to transport pass De Lijn and bus pass (Kortrijk): surname and first name, national registration number, date of birth, gender, nationality, phone number, official and temporary place of residence.

o social services:

- application for a registration fee spread: surname and first name, social security number, date of birth, official and actual place of residence, program, phone number, email address;
- application for interest-free student loan: surname and first name, social security number, date of birth, official and actual place of residence, phone number, email address, living and family situation, program, income of parents or partner and if applicable yourself, bank account number IBAN and BIC;
- application for non-refundable study financing: surname and first name, national registration number, date of birth, place of official and actual residence, phone number, email address, living and family situation, program, income of the parents or partner and, if applicable, your bank account number IBAN and BIC;
- socio-legal advice: surname and first name, national registration number, information depending on the concrete question;
- examination of the entitlement to a study grant Flemish authorities: name and first name, number of the national register, date of birth, official and actual place of residence, phone number, email address, living and family situation, program, number of Flemish study credits taken;
- calculation of the presumed amount of the Flemish government grant: surname and first name, number of the national register, date of birth, official and actual place of residence, phone number, email address, living and family situation, program, number of Flemish study credits taken;
- application for an advance on a study grant Flemish government: surname and first name, national registration number, date of birth, official and actual place of residence, phone number, email address, living and family situation, program, number of Flemish study credits taken, bank account number IBAN and BIC.

o psychological support:

- psychosocial support: surname and first name, national registration number, date of birth, phone number, email address, official and actual place of residence, program, name of therapist, income of parents or partner and if applicable of yourself, bank account number IBAN and BIC;
- registration training psycho-education Psywest: surname and first name, educational institution, phone number, email address.

How does Stuvo handle personal data?

Personal data is always treated confidentially. Data is only passed on to third parties or made public after explicit and verbal or written consent from you. The data that applies, within the field of social services and psychological support, is kept in an electronic file that is only accessible to the staff of the social service, the finance manager and the coordinator. The written notes of a personal interview are destroyed after input in the electronic file.

How long does Stuvo keep personal data?

Your personal data is not kept longer than necessary. Certain information is collected in order to evaluate and adjust our own operations, such as for the annual report, so individual identification of persons is not an issue.

- social services: your data are collected for the registration and research concerning your request for financial intervention for the study costs until one year after your study period at Howest. For the repayment of loans your data are kept until the closure of the file;
- student activities: your data are collected for the follow-up of the activities until one year after the activities;
- student housing: your data are collected for the registration and the drawing up of the contract until the end of the renting contract with Howest;
- student mobility: your data are collected to follow up your application until one year after the academic year in question;
- psychological support: your data are collected for the follow-up of the support and the related financial interventions until one year after your study period at Howest.

Do you have the right to information, to consult, to modify or to delete your personal data?

As a student, you have the right to **information**. The privacy disclaimer of Stuvo can be found on the Howest website. In addition, Stuvo informs students about the complaints procedure and relevant contact information in the Education and Examination Regulations. Furthermore, you also have the right to **inspect** or receive a copy of your file. On simple request you can go through your file together with a staff member.

You have the right to have your data **corrected or completed** if the data used by Stuvo is incorrect or incomplete. You also have the right to **delete** personal data that is no longer relevant.

If you believe that Stuvo has not complied with the regulations concerning the protection of personal data, you can obtain information from the data controller of Howest, the contact details can be found at the end of this disclaimer.

Are your personal data passed on to third parties?

Stuvo processes anonymized registration data annually in the annual report. This data cannot be traced back to your identity details. The annual report is made public after approval by the Stuvo council.

Only in the interest of your well-being, information is exchanged within the work fields of social services and psychological support with colleague counselors and other people involved in the file, such as therapists, PCSW employees, general practitioners,... after an explicit and written declaration of consent. This declaration can be withdrawn or modified at any time.

In the context of scientific research, personal data will only be used if you have given your explicit permission in writing.

Is your personal data stored in a secure manner?

Stuvo takes appropriate technical-organizational measures to secure confidential data. Stuvo works with an electronic file, this is a software application where your personal data is stored in digital form and depending on the field in question, made available to Stuvo employees. The staff members

associated with the relevant field, the administrative-financial officer and the coordinator of Stuvo have access to that data.

Are Stuvo employees bound by professional secrecy?

Only social service staff (social services and medical and psychological support) are bound by professional secrecy for all information they receive in the course of their work (Art. 458 of the Penal Code). Consequently, your personal data can only be shared with:

- the administrative-financial employee necessary to achieve the purposes of the processing;
- the coordinator of Stuvo because of its final responsibility;
- the persons for whom you have given your explicit permission;
- the government, if there is a regulatory basis for this.

The employees connected with the other work fields are bound by the duty of discretion, confidential data will not be released outside the organization. Internally, the information is only shared with third parties if necessary for the operation.

This privacy disclaimer is subject to change

Stuvo may amend this privacy disclaimer at any time, such amendments will be announced on this page and are valid from the moment of publication.

Contact

To exercise your rights, you can request information from processor or, if necessary, submit a request or a complaint to the data protection authority (DPO), free of charge and against acknowledgement.

- Processor:

University College West Flanders
Student Services Department
Marksesteenweg 58
8500 Kortrijk
Phone number: 056/24 12 90
Ondernemingsnummer: 0259.366.716
Contact: privacy@howest.be

- Data Protection Contact (DPO):

Website DATA PROTECTION AUTHORITY