



## Rabarber's Privacy Statement

as referred to in the General Data Protection Regulation  
(AVG-EU / PbEU2016. L 119)

**Stichting Rabarber (Rabarber Foundation), The Hague's leading theatre school,**

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Chamber of Commerce number: 41149860

is responsible for the processing of personal data as set out in this privacy statement.

Rabarber's business director is the Data Protection Officer, who can be reached via [info@rabarber.net](mailto:info@rabarber.net). Please always mention 'Rabarber's Privacy Statement' in the subject line of the email message.

Rabarber is also an 'entrepreneur' within the meaning of the 1968 Turnover Tax Act.

In the context of 'the company' Rabarber and the wide range of services provided by this theatre school, personal data are shared and used to perform its tasks. These personal data involve the following categories of persons:

- Employees, including paid employees, self-employed persons, interns, volunteers and board members
- Pupils/participants
- Visitors of our shows
- Donors in a broad sense
- Former pupils

The retention, sharing and use of personal data falls within the normal course of business of Stichting Rabarber in order to set up, manage and account for the processes and administrations inherent to this. This concerns the following administrations:

1. the customer administration or order administration
2. the financial administration ('Twinfield' programme), including the exchange with the accountant
3. the pupil administration
4. the employee administration

The protection of personal data is subject to consultation and coordination within Stichting Rabarber and its Supervisory Board.



### **The personal data we process**

Stichting Rabarber processes your personal data when you make use of our services and when you provide us with these data for that purpose.

You provide us with certain personal data by completing a form.

We may use the following personal data: Name, Address, Place of residence, Email address, Telephone number, Age, Gender and other relevant data that we require for administrative and legal reasons and for offering, implementing, adjusting and optimising our services.

Below is an overview of the personal data we process:

#### On behalf of the abovementioned administrations:

- First and last name (and/or initials)
- Salutation
- Address, postcode and place of residence
- Telephone numbers
- Email addresses
- Bank account number

#### Additional data on behalf of the customer administration/ordering module:

- Booking/ordering of shows
- Nature, size and frequency of the order

#### Additional data on behalf of the pupil administration:

- Year/production
- Date of birth
- Gender

#### Additional data on behalf of the financial administration:

- Dutch VAT (BTW) number
- Citizen Service Number (BSN)
- Method of payment (either invoice or remuneration)

#### Additional data on behalf of the employee administration:

- Dutch VAT (BTW) number
- Citizen Service Number (BSN)
- Method of payment (either invoice or remuneration)
- Date of birth

Stichting Rabarber has a legitimate interest in processing these data. It requires diligence to realise the activities of the theatre school in the broadest sense and the provision of services to clients/visitors and teachers and employees where financial interests are involved.

Stichting Rabarber continually strives to improve its services.



Your personal data may therefore also be used for customer survey and employee satisfaction survey purposes. In addition, your data may be used to invite you to activities that may be of interest to you.

### **Special categories of personal data/sensitive data that we process**

Stichting Rabarber processes your personal data for the following purposes:

- handling your payments and orders;
- sending our newsletter and/or advertising brochure;
- being able to call you or email you if needed to provide our services;
- informing you when any changes are made to our services and products;
- under a statutory obligation, such as the data needed to file our tax returns and staff remuneration.

### **Automated decision-making**

Stichting Rabarber does not make decisions on matters based on automated processing that could have significant legal or other consequences for you. These are decisions that are automatically generated by computer programmes or systems without any authorised person or official acting on behalf of the foundation.

### **How long do we keep personal data**

Stichting Rabarber does not store personal data for longer than is strictly necessary to achieve the purposes for which these data are collected and does not retain these data beyond the statutory retention period.

As a company, Stichting Rabarber is legally obliged to keep records and to retain them for at least 7 years (tax record-keeping requirement).

This requirement also applies to computer programs and files so that these can be used in case of an audit.

### **Sharing personal data with third parties**

Stichting Rabarber provides personal data to third parties only if this is necessary to comply with a statutory obligation and otherwise insofar as this is necessary for the performance of the agreement entered into with you.

Rabarber always enters into a data processing agreement with organisations or persons who have access to privacy-sensitive data on the basis of their assignment or position. For instance, these could be organisations that carry out activities on behalf of the municipality of The Hague, such as De Ooievaarspas, Stichting Leergeld or marketing and research agencies for the cultural sector.

Stichting Rabarber has a legitimate interest in processing and retaining these data.



### **Cookies, or similar technologies, that we use**

Rabarber's website may be visited by persons under the age of 16. We encourage parents to be involved in their children's online activities in order to prevent the collection of information about children without parental consent. If you believe that Rabarber has collected personal data about a minor without that consent, please contact us and we will delete that information.

When you browse our website ([www.rabarber.net](http://www.rabarber.net)), we collect certain statistical data from you (Google Analytics). These data include your browser type, your IP address, the operating system you use and the domain name of the website that directed you to our website. We use these statistics to analyse our visitors' browsing behaviour and to optimise our website for the benefit of our users. These statistical data are completely anonymous.

Cookies may also be placed by other parties whose content we use on our website, such as YouTube videos or Flickr photo galleries. These cookies are beyond our responsibility. If you wish to delete cookies, please consult the manual of your browser for detailed instructions.

### **Inspection, correction or deletion of your personal data**

You have the right to inspect, correct or delete the personal data we collect from you. You also have the right to withdraw your permission or to object to the further handling and processing of your personal data by Stichting Rabarber.

Moreover, you have the right to data transfer. This means that you have the right to request, therefore with your permission, the transfer to you or to an organisation or institution as indicated and identified by you of data that the foundation legally has on record about you.

You may submit a request for inspection, correction, deletion or transfer of your personal data or request that your permission be withdrawn or object to the processing of your personal data via [info@rabarber.net](mailto:info@rabarber.net).

Please enclose a copy of your proof of identity with the request to ensure that the request for inspection has been made by you personally. We recommend that you make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) illegible, 'black', in this copy. This is to protect your privacy. We will respond to your request as soon as possible, within four weeks at the latest.

A proof of identity sent or emailed in this context will be destroyed or deleted from the email message immediately after having verified it. We do not store or process such proof of identity. If you object to sending or emailing your proof of identity, you may instead also make an appointment via [info@rabarber.net](mailto:info@rabarber.net), during which appointment we will check your proof of identity.

The above policy involving the proof of identity does not apply to persons working at or on behalf of our theatre school. These persons are required by law to submit their proof of identity, which also means that this falls under the 7-year statutory retention period.

Stichting Rabarber would also like to point out that you can file a complaint with the Dutch Data Protection Authority. You can use the following [link](#).



### **How we protect personal data**

Stichting Rabarber takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you believe that your data are not secure or that there are indications of misuse, please contact us via [info@rabarber.net](mailto:info@rabarber.net).

Rabarber reserves the right to amend this privacy statement if necessary. This privacy statement was last amended on 15 April 2020.

The Hague, April 2020

Stichting Rabarber