

## **PRIVACY POLICY**

In order to carry out our activities properly, it is sometimes necessary to process personal data. Personal data are data that provide information about an individual person, such as in this case an e-mail address, as well as country and institutional affiliation.

If we process your personal data, we always act carefully and in accordance with the applicable laws and regulations and our internal privacy policy. The basic principles of our internal privacy policy are:

- We inform you about the use of your personal data and how you can exercise your right of access and objection.
- We only use personal data for the purpose for which it was obtained.
- We do not collect, use and store more personal data than strictly necessary, and only if there is no other way to achieve the purpose.
- The more sensitive the data, the less we use it.
- We only use personal data if there is a legal ground to do so.
- We take security measures to ensure an appropriate level of security for protecting personal data from risk of loss or unauthorized access.
- We only provide personal data to third parties if sufficient guarantees for the protection of your data are in place.

## **YOUR RIGHTS REGARDING THE PROCESSING OF YOUR PERSONAL DATA (AND HOW TO EXERCISE THEM)**

You have the following rights regarding the processing of your personal data by Ecorys:

- The right to object to the use of your personal data, for example, if you believe that the use of your personal data is not necessary for the performance of our activities or compliance with a legal obligation.
- The right to access your personal data. This means that you can request which personal data are registered and the purposes for which such personal data are used.
- The right to have your personal data corrected (if we have processed your personal data incorrectly). You can also ask us to limit the processing of your personal data, also for the time necessary to assess your requests or objections.
- The right to have your personal data deleted from our systems.
- The right to have your personal data transferred to a third party.
- We will comply with your requests unless we have a compelling, legitimate interest not to delete the data, which outweighs your privacy interest. If we have deleted the data, for technical reasons it is not possible to immediately remove all copies of the data from our systems and backup systems. We may refuse to comply with the aforementioned requests if these are made unreasonably frequent, if it takes unreasonably strenuous technical efforts to comply or if it has unreasonably strenuous technical consequences for our systems, or the privacy of others are at risk.
- You may exercise these rights by sending a letter (by mail or by email), with your name, address, telephone number and a copy of a valid ID to Ecorys at [privacy@ecorys.com](mailto:privacy@ecorys.com). Please make any social security number on the ID unreadable before sending it to Ecorys. Please clearly mention which right you invoke and the reasons for it. We will reply within one month after receipt of your request.
- You may also file a complaint regarding the use of your personal data with the Supervisory Authority (e.g. <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-over-gebruik-persoonsgegevens?qa=klacht>).