



PERSON RESPONSIBLE FOR THE PROCESSING OF PERSONAL DATA

Alliance Française d'Amsterdam, registered with the Chamber of Commerce of Amsterdam under number 69309256, with registered office at Oosterdoksstraat 110, 1011 DK Amsterdam, the Netherlands, represented by Dorine Lebreton in her capacity as Director.

PURPOSE OF COLLECTING AND PROCESSING DATA

THE DATA YOU PROVIDE TO US

Our primary purpose in collecting personal information is to provide and improve our services to enable you to use and enjoy them. The Alliance Française Amsterdam (AFA) asks you to provide personal information for the following purposes:

- You subscribe to our e-newsletter: we record your name and email address in order to send you the e-newsletter;
- You are taking a course at the Alliance Française Amsterdam: we record your name, address, date of birth, telephone number and email address in order to send you your assignments and course information;
- You registered for an official French language certification (e.g. DELF/DALF, TCF, TEF): we record your name, address, phone number, email address, gender, date of birth and nationality in compliance with the legal requirements of the official certification body (FEI or CCIP). And more specifically: for the DELF/DALF, we also record your mother tongue; for the TCF, a copy of your ID and a photo for the speaking test, which will be deleted as soon as the session is officially closed by the certification body.
- You are a member of the AFA: we record your name, address, telephone number, email address so that we can communicate with you, and your date of birth to apply the reduced rate available to people over 65 years old;
- You are a participant in one of our events: we record your name and email address to keep you informed;
- We collect the name, address and email address of our prospects and partners so that we can communicate with them.

DATA COLLECTED ON THE WEBSITE

We use automated data collection tools such as session cookies to collect specific information about your visit to our website, to identify how you interact with our website and to better administer our services. Cookies are placed, and in most cases accepted automatically, in your browser when you land on any website. Session cookies will be deleted once you log out or close your browser.

Web tags allow us to improve the overall anonymous use of and traffic on our services.

You can set your browser to deny cookies via your web browser preferences, usually under the "Options", "Tools" or "Preferences" menus. If you disable the option to save cookies, some parts of the website may not function properly.

SENSITIVE DATA

AFA does not collect any data relating to racial or ethnic origin, political, philosophical or religious opinions, trade union membership, health or sexual orientation.

RECIPIENTS OF PERSONAL DATA

We do not pass on your data to other parties unless we are under a legal obligation to do so. Access to your personal data is limited to our employees with administrator status on our website. Teachers only have access to the contact details of their students.

STORAGE AND RETENTION OF PERSONAL DATA

We use the e-commerce platform of the service provider Oncord to provide our online services (website, email and server). They are required to comply with privacy laws (not to disclose or use your personal data for any other purpose) and to ensure adequate security measures.

All data is held on Oncord's own servers hosted in two secure data centres located in Australia: Host Networks (Queensland), and Equinix (Sydney) and not accessible to any external providers.

A detailed GDPR review and compliance diagnostic are of priority 1 status for Oncord to take the necessary steps to comply with the new GDPR.

Oncord: PO Box 5766 Brendale, QLD 4171 Australia [Oncord's Privacy Policy](#).

Your personal data will only be retained for as long as is necessary to fulfil the purpose for which it was collected.

YOUR RIGHTS IN RELATION TO THE PROTECTION OF PERSONAL DATA

RIGHT OF ACCESS TO PORTABILITY

You can ask us for a summary of the personal data we hold about you.

You will be asked to prove your identity in order to obtain this information, and in the event of a request sent by post, the administrative costs will be at your expense.

RIGHT TO RECTIFICATION

You have the right to have your personal data corrected or supplemented if it is inaccurate or incomplete by informing us in writing.

RIGHT TO BE FORGOTTEN

At any time, you may request that we delete your personal data if it is no longer necessary for the purposes for which it was collected, if you no longer consent to its processing or if it has been processed unlawfully. Your request will be processed as soon as possible, and your data will be deleted if processing is not necessary, except in the following cases:

- to comply with a legal obligation which requires processing under Union law or the law of the Member State to which the controller is subject, or to perform a task carried out in the public interest or in the exercise of official authority vested in the controller;
- to establish, exercise or defend legal claims.

MINIMISATION AND ACCURACY OF DATA

The collection of data is limited to that which is strictly necessary for the purposes for which it is processed.

This data is subject to an obligation of accuracy. We will make any necessary corrections to your personal data as soon as possible.

If you have any questions about this privacy policy, your personal data or a complaint about the collection or use of data, please contact us at info@afamsterdam.nl.

All information collected by our services is covered by this Privacy Policy. This Privacy Policy may be updated at any time in accordance with changing regulations.

Amended on 22 February 2021.