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## Privacy Policy of the Huygens ING Research Environments (HIRE)

20140327

### **1 Name of the services**

All databases, text editions and tools of Huygens ING with restricted access (user name, password).  
Note: most databases, text editions and tools have free access.

### **2 Controller of the personal data file and contact person**

Huygens Instituut voor Nederlandse Geschiedenis (Huygens ING)

P.O. Box 90754

2595 BE DEN HAAG

The Netherlands

dr. R.T. Jongerius, director of finance & administration, c/o [secretariaat@huygens.knaw.nl](mailto:secretariaat@huygens.knaw.nl)

### **3 Purpose of the processing of personal data**

Personal data is processed for managing the users' access rights to the materials in HIRE. Log files are used for ensuring the integrity and availability of the services en for producing statistics of the use of the services.

### **4 Personal data processed**

The following data is retrieved form your home organisation:

- unique identifier

The following data is gathered from yourself:

- name
- e-mail address
- home organization
- access rights to material in HIRE
- logs of your activities in HIRE, such as creation of data, upload of material, etc.

### **5 Third parties to whom personal data is disclosed**

Personal data is not disclosed to third parties.

### **6 How to access, rectify and delete the personnel data**

Contact the person above.

To rectify the data released by your home organization, contact your home organisation's IT-helpdesk.

### **7 Data retention**

Your personnel data is deleted upon request or after five years of inactivity as a user of HIRE.

### **8 Data protection code of conduct**

Your personal data will be protected according to the Code of Conduct for Service Providers

([http://www.geant.net/uri/dataprotection-code-of-conduct/V1/Documents/GEANT\\_DP\\_CoC\\_ver1.0.pdf](http://www.geant.net/uri/dataprotection-code-of-conduct/V1/Documents/GEANT_DP_CoC_ver1.0.pdf))

a common standard for the research and higher education sector to protect your privacy.