

Privacy Statement

Professionals



Centrum Internationale
Kinderontvoering

The International Child Abduction Center (Center IKO) is convinced that the protection of the data of our clients are of vital importance. The term Center IKO entails the International Child Abduction Center, the Mediation Bureau, 116000 Hotline and LEPCA (Lawyers in Europe on Parental Child Abduction). We attach great importance to the transparency, reliability and personal care of our services. Therefore, we find it important for you to know which personal data is registered by the Center IKO and for what purposes the registered data is used. In this privacy statement you will find a clear overview.

From time to time this privacy statement can be subject to change when new developments give cause to it. You can find the most recent privacy statement on www.kinderontvoering.org. The Center IKO will communicate changes to the privacy statement via the website.

Personal data registration

Center IKO processes personal data which have been provided to the Center IKO by you as an applicant, relation or other professional. The Center IKO could furthermore possibly process personal data not provided by yourself, but which are required for us to do our tasks. Only personal data that are sufficient, relevant and are limited to what is necessary to achieve the intended objectives will be processed. The Center IKO will not use the obtained personal data for any other purpose than for which they are obtained. It concerns personal data such as: contact details and other personal data that are required to contact you; data provided during acquisition meetings and acquaintances; personal data made available through public resources and personal data in the contact of an application. It may involve contact information such as: first name, last name, address, telephone number and e-mail address.

The purposes of personal data registration

The main purpose of collecting personal data from professionals is to be able to contact (again) for information and advice. Another goal is to invite professionals to events, lectures etc. Finally, personal data is collected for recruitment purposes regarding applications.

Access to and adjustments of personal data

In case you would like to know which of your personal data the Center IKO is registering and using, you can request the Center IKO to send you an overview of your registered personal data. The Center IKO will ask you to send a copy of your identity card to verify you as a person. (A safe copy is sufficient. The copy of your identity card will also be registered in accordance with our privacy regulation). You can send your request for access to the Data Protection Officer (FG) of the Center IKO. The Center IKO will answer your request in written form within four weeks via the indicated e-mail address. If you would like to add, adjust, delete or hide certain information after receiving the overview of your personal data you can send a new request to the Center IKO. The Center IKO will answer your new request within four weeks.

Retention period

When you no longer require advice or guidance from the Center IKO, your file will be closed six months after the last contact. The file is kept for a maximum of 5 years. This period is necessary for our administration. For example; the statistics collection or the audit from the accountant. The Center IKO can save your personal data longer than the above mentioned period for scientific purposes.

Security of personal data

The Center IKO takes the protection of personal data very seriously and takes suitable measures to prevent abuse, loss, unauthorized access, undesirable data disclosure and unauthorized changes. Aside from the technical measures (security of systems) this also means that the Center IKO takes organizational measures, including informing its employees on the AVG (The General Data Protection Regulation) subjecting all its employees to an obligation to respect confidentiality and striving towards a clean desk policy. The group of persons having access to the data is kept as limited as possible.

From time to time the Center IKO involves an IT-administrator for her services to keep our technical services as safe and protected as possible. Personal data will only be shared with IT-administrators when the information is necessary for the execution of the services of the third party. These third parties have a duty of confidentiality.

Website

For the proper functioning of the websites of the Center IKO (www.kinderontvoering.org, www.mediationbureau.org, www.116000.nl and www.lepca.eu) cookies are being used. With the anonymous data that tracks the use of our website we are able to improve the websites. This way, for example, the user-friendliness of the website can be improved. We do not save any IP-addresses or other details of visitors.

On the websites of Center IKO you will find links to other websites. The Center IKO is not responsible for the usage of personal data by those parties. You can read the privacy statement of the concerning website for more information.

Contact

If you have any questions concerning the privacy statement, you can contact the Officer of Data Protection (FG) of the Center IKO.

T: 088 – 800 9000

E: info@kinderontvoering.org

W: www.kinderontvoering.org