

GDPR data privacy notice

Introduction

For the successful execution of YEP Programmes, we need to collect personal information of the Young Experts. In our [privacy statement](#), you can read how NWP/YEP Programmes manages your data. The personal data we collect and process will be securely saved and managed, in compliance with the European General Data Protection Regulation (GDPR). In this form, we inform you about what data we collect, why this is collected, how this data is used, how long this data is stored and you are informed about your rights regarding your personal data. We will only use your personal data for the reasons for which they have been shared.

The personal data we use and why

We process your personal data which is necessary for the successful execution of the YEP Programme. Your data will not be shared with third parties (apart from the organisation of your secondment, and the YEP executing partners -NWP, NFP, RVO and the Dutch Ministry of Foreign Affairs), unless it is necessary to do so to provide training, if we are legally obliged to do so, or in case you are in vital danger. We keep your personal data stored until 7 years after termination of the YEP Programmes. It is possible to request your data to be removed at an earlier date after you finished your YEP period, however this also means you cannot finish your YEP contract, nor be part of the YEP network anymore, as this involves storage of your data. We can only remove the data we are not legally obliged to retain.

We store your personal data in the manner as for the purposes as described below.

- **Personal Data**

We collect the following personal data for administrative and reporting purposes: name, age, nationality, copy of passport (national Young Experts only), personal email address, work email address, CV used when applying for the YEP position, motivation letter for the YEP position, gender, phone number, salary information, employment contract at the organisation of secondment, location of secondment, personal development plan, coaching reports, and progress reports of your secondment.

Part of this data may also be shared with your personal coach. Trainers will receive only your name, nationality, photo, gender, organisation of secondment, location of secondment, email address and telephone number.

Hotels where you will stay for the duration of the trainings will receive your name, gender and nationality.

Please note that we use an online email marketing platform (e.g. MailChimp), where additional data is being collected through emails sent by these platforms. The email marketing platform could also collect information about the emails you open, when you open them, and which links you click in the emails.

- **YEP profile on the YEP Programmes website**

Each Young Expert has a personal page on the YEP website (www.yepprogrammes.com). The personal data on this profile includes: name, YEP period, YEP batch, YEP theme, YEP branch, YEP division, YEP employer, YEP continent and country, gender, contact info (including email and optionally LinkedIn, Twitter, Skype, and Facebook), YEP profile photo (taken during the YEP training weeks), as well as information from the project proposal: title of the project, job title Young Expert, short description of project and Young Expert position and SDG contribution. After becoming a YEP alumnus this information will still be available on the YEP website and your employment position after the YEP programme will be added.

- **Websites and social media**

For promotion, acquisition and outreach purposes we might share certain data on online channels (YEP website, LinkedIn, Facebook, Instagram, Basecamp) and offline (YEP Effect magazine, YEP Banners and other promotional material). This data might include: name, nationality, YEP period, YEP batch, YEP theme, YEP country, YEP employer, YEP role, YEP profile photo and YEP batch photos (taken during the YEP training weeks), photos of you during YEP events, and any information you provide yourself for this purpose.

- **Personal development and training assignments**

We collect the following data for coaching and training purposes: your Personal Development Plan, YEP training assignments, and YEP Online Course assignments.

- **Online training**

We collect the following data for sharing with other Young Experts: recordings of the online training sessions with trainers, screenshots of the online training sessions.

Storage of your data

Your data will be stored on the protected server of the Netherlands Water Partnership. However, only employees who are part of the YEP Programme Bureau, as well as the IT specialist of NWP, have access to this data. In addition, employees of the YEP executing partners NFP and RVO, who are working on the execution of YEP Programmes, have access to this data as well.

Your rights with regards to your personal data

If you have any questions or want to know what personal data we have saved you can always contact us. You have the right to:

- an explanation about the abovementioned personal data and how we use it
- request to see what personal data we have stored of you
- have errors in your personal data corrected
- delete personal data which is out of date
- revoke your permission for saving your data by the YEP Programme Bureau (with the consequence of not being able to participate in the programme or retain access to the YEP network)
- object to the use of certain data
- transfer your data to a third party

If you do not agree with how your personal data is used, let us know by contacting us using the contact details below.

Contact information for this privacy notice

Stichting Netherlands Water Partnership

Young Expert Programmes

Koningskade 40, 2596 AA Den Haag

Liesbeth Vranken, Communications

l.vranken@nwp.nl

Rick Elmendorp, Data Protection Officer

r.elmendorp@nwp.nl

Full name: _____

I have read and understood the Privacy Statement and agree with the storage of my personal data by the YEP Programme Bureau and the associated uses and storage time.