

## Privacy statement MATCH Coaching Program

This privacy statement of the MATCH Coaching Program, a part of Erasmus MC, pertains to the processing of personal data when participating in the coaching program provided by MATCH. As a participant in the MATCH Coaching Program, we process your personal data. In the statement below, you are informed about what the processing of personal data entails, which personal data we process and for what purposes, what rights you have, and whom you can contact with questions about your privacy.

We have attempted to provide you with all the information in a clear and comprehensible manner. However, if you have any questions about our use of your personal data after reading this privacy statement, you are welcome to contact us using the provided contact details below.

This privacy statement may change over time. The most recent version of the privacy statement can be found on the website. This privacy statement has been in effect since August 2023, with the last changes made on October 6, 2023.

### **When does this privacy statement apply?**

This privacy statement applies to the processing of personal data by the MATCH Coaching Program of individuals who register for the program and make use of the program.

### **Who is responsible for your personal data?**

Erasmus MC is responsible for the processing of personal data within the scope of this privacy statement. The privacy statement lists all personal data collected and used by Erasmus MC when making use of the MATCH Coaching Program.

Statutory name: Erasmus Universitair Medisch Centrum  
Address: Dr. Molewaterplein 40, 3015 GD Rotterdam  
Email address: match@erasmusmc.nl

### **What exactly does processing personal data as part of participation in the MATCH PhD Coaching Program entail?**

When you participate in the MATCH Coaching Program, we process various personal data about you, such as your name, phone number, and email address. By processing personal data, we will i.a. register, view, store, possibly provide your data to legitimate recipients (e.g., the coach), and also delete it after the expiration of the legal retention period.

#### *Coaching*

Coaching is provided by independent coaches. Erasmus MC will only provide your personal data to an associated coach if you, as a participant, choose to participate in the program and have selected a coach to coach you. The personal data that coaches may process as part of their services are the responsibility of the coach in question. Erasmus MC has no access or insight into the information discussed or processed during the coaching program and has no say in it.

### *Scientific Research*

During the course of the program, you will be offered the opportunity to participate in scientific research on the effectiveness of the program. Participation in the research is completely voluntary and does not affect the service that is ultimately provided. If you choose to participate in the research, The University of Amsterdam will be responsible for processing your personal data in regards to the research. Erasmus MC has no access or insight into or any say in the information you may provide during the study. To enable the research to be conducted, only the strictly necessary information acquired by both parties will be compared.

### *Third-Party Websites*

This privacy statement does not apply to third-party websites referred to from our website. Erasmus MC is not liable for the content of these sites or for the processing of personal or other data by the administrators of these sites.

### **What personal data do we collect?**

For participation in the MATCH Coaching Program, Erasmus MC only collects personal data that you provide to us. Erasmus MC only processes the following data:

- Personal details (name, gender, age, place of birth, phone number, email address);
- Data about your affiliation with Erasmus MC (Year of Trajectory, Department);
- Account details (username and password);
- Your browsing data on our website;
- Personal data you provide through communication with us.

### **For what purposes do we process personal data?**

MATCH needs your personal data in order to provide you with the best possible service. We process your personal data for the following purposes:

- *Services.* We process your personal data in order to organize, plan and execute the MATCH Coaching Program, to be able to contact you and respond to questions asked, to inform you about relevant matters regarding the coaching program and to guide or support you when needed. In our administration we process, for example, your start and end date of the coaching program.
- *Identification.* We need your personal data to identify you and to ensure that we do not confuse you with another participant in the program. We want to ensure that we are providing you with the right services and that the data relating to you is also stored under your name in our records and, if necessary, shared with others (for example, the coach).
- *Compliance with legal obligation.* We process your personal data in order to comply with various legal obligations, such as tax administration and retention obligations.
- *Representation of legitimate interest.* Your personal data are also processed to protect legitimate interests of the MATCH Coaching Program. For example, processing your personal data may be necessary to measure and/or improve the quality of our program and services or to

handle your complaint or dispute. We also process your personal data in order to carry out our administration and other internal management activities.

Furthermore, we use personal data when you use the MATCH website. Personal data is used for the following purposes when you use the website:

- Erasmus MC collects and analyzes information about the use of the website, such as the number of visitors, the most frequently visited pages and the duration of a visit. In doing so, it uses so-called "cookies" (text files placed on your computer) to analyze how visitors use the site.
- When processing our website statistics, the IP addresses of visitors are anonymized: the last part of all IP addresses is removed, so that the country of a user can still be determined, but not the exact location.

### **What principles do we use when processing personal data?**

MATCH uses the following principles when processing your personal data:

- We do not process more personal data than we need for your participation in the program;
- We do not process your personal data longer than necessary and comply with legal retention periods;
- Your personal data is well protected and secured and can only be accessed by persons authorized to view the data;
- Sometimes MATCH engages a third party to provide certain parts of the service (such as, for example, conducting research or analyzing the website). In that case MATCH makes arrangements with this third party (the 'processor') to ensure confidential and careful handling of personal data. These arrangements are recorded contractually in an agreement.
- Furthermore, we also share your data with others if we are required to do so by law or if you have given your consent. The categories of recipients with whom we may share your personal data are government agencies (e.g. DUO, the Tax Office and ministries (e.g. in the context of subsidies)), investigative authorities and other universities.

### **Will your personal data be provided to third parties?**

Erasmus MC makes use of third parties for the provision of services. If these third parties process personal data when performing the services in question, they do so as processors for Erasmus MC. Erasmus MC takes measures to ensure that these third parties have taken the required technical and organizational measures to ensure that your data are processed securely and exclusively for the above-mentioned purposes .

We use the following service providers:

- For website development and management, we use 23G; and
- For the analysis of the effectiveness of our website we use Google Analytics.

### **What privacy rights do you have?**

As a participant, you have various rights with respect to the personal data we process about you. For

example, you have the right to inspect the data we process about you. You can also have your personal data corrected, supplemented, and in a number of cases destroyed, and in certain cases you can object to data processing. You can submit a request to inspect, correct or destroy personal data to the MATCH program office: [match@erasmusmc.nl](mailto:match@erasmusmc.nl).

**Do you have a question or complaint?**

Within the MATCH Coach Program, we are committed to providing you with the best possible service and to protecting the data we process about you in the process as much as possible. If you have a question or complaint about your privacy, please contact our Data Protection Officer. You can reach the Data Protection Officer at [functionaris.gegevensbescherming@erasmusmc.nl](mailto:functionaris.gegevensbescherming@erasmusmc.nl). It is also possible to file your privacy complaint with the Dutch Data Protection Authority.