

Privacy Statement

The Central Agency for the Reception of Asylum Seekers (COA) respects the privacy of its residents. That is why the COA handles personal data carefully and ensures that all processing of personal data complies with the applicable laws and regulations. This Privacy Statement explains how the COA handles personal data. This Privacy Statement may change from time to time if new developments give reason to do so. The latest version of the Privacy Statement can be found on: <https://www.coa.nl/nl/over-coa/taken-in-wet-coa/privacybeleid-coa>. The Privacy Statement always states the latest date of change.

This Privacy Statement was drawn up on May 24, 2018.

What is this Privacy Statement applicable to?

In its privacy statements, the COA distinguishes between two categories of the persons involved, namely residents and employees. This Privacy Statement relates to the residents and applies to all processing of personal data by the COA that has to do with fulfilling its statutory duties.

Who is responsible for personal data?

The COA with its office at Rijnstraat 8, 2500 GE in the Hague, is ultimately responsible for all processing of personal data as described in this Privacy Statement.

To keep an overview of all its processing of personal data, the COA keeps a register with all processing activities in accordance with article 30 of the General Data Protection Regulation (AVG). This register contains the following information regarding each processing included therein:

- The name and contact details of the person responsible for data processing within the COA;
- The purposes for which the data are processed;
- The personal data that is being processed;
- To whom the data are provided (if applicable);
- The retention periods of personal data;
- A general description of the security measures.

Privacy Statement

This Privacy Statement describes what personal data are being processed by the COA to implement the material and immaterial reception for the residents in the Netherlands

and how the privacy of this category of persons will be protected. The following topics are explained:

- 1) What personal data are being processed and how the COA gets access to these personal data;
- 2) Use of Cookies;
- 3) Purpose of and legal basis for the processing of personal data;
- 4) The retention periods of personal data;
- 5) Access to personal data by third parties;
- 6) Personal data protection;
- 7) Automated decision-making;
- 8) Rights of those involved.

1) What personal data are being processed and how the COA gets access to these personal data?

When carrying out its task, the COA records both common and special personal data of the asylum seekers. Personal data is information with which a person can be directly identified or with which the identity of a person can be traced. Special personal data are personal data that contain more privacy-sensitive information. Of this type of data the COA processes, for example, data on religion, race and ethnicity.

The following list shows the common and special personal data processed by the COA. In incidental cases, other personal data may be added, for example reports of conversations.

The COA processes the following common personal data of the residents:

- First name and surname;
- Address details, e-mail address, telephone number, social media details and any other contact details;
- Date of birth, age, marital status, gender;
- Nationality, ID document;
- V-number, BSN, IND-number, A-number
- Work permit, VAR (Declaration of Income Tax Status);
- License Plate;
- Placement Unit (PLE);
- Social Unit (SOE);
- Legal Unit (JR-nr);
- Financial status.
- Other information provided to us by the residents.

The COA processes the following special personal data of the residents:

- Race, ethnicity
- Religion, religious or philosophical beliefs;
- Membership of a trade union;
- Passport photograph;

- Sexual orientation;
- Genetic data;
- Biometric data.

The COA processes (almost) no medical data, except for any data that are necessary in order to provide suitable accommodation to the residents (for example, with mobility problems) or data the processing of which is necessary in connection with the safety of the residents or others.

2) Use of Cookies

COA uses only technical and functional cookies for the proper functioning of the website. The use of these cookies does not require prior permission because they do not breach the privacy of the visitors to the website.

3) Purpose of and legal basis for processing of personal data

The legal basis for privacy can be found in the legislation and regulations. The protection of privacy in processing of personal data is a fundamental right. It is regulated in:

- The Constitution (article 10);
- The Charter of Fundamental Rights of the European Union (ECHR);
- The European Convention on Human Right (ECHR);
- The International Convention on the Rights of the Child (ICRV).

Furthermore, the protection of privacy in processing of personal data by the organisations cooperating in the immigration process has also been implemented in specific regulations, namely:

- The Aliens Act 2000;
- The COA Act.

Processing of personal data should be necessary for the statutory tasks of the COA, namely providing the reception, supervision and outflow (from the reception centres) of the residents in the Netherlands. The COA guarantees that all processing of personal data will be tested on purpose limitation with the aforementioned statutory tasks as the starting point.

4) The retention periods of personal data

COA does not store personal data for longer than necessary for the purpose for which it was provided. After that the data will be destroyed.

The retention periods for the personal data are recorded in the Basic Selection Document (BSD) of the COA. For the residents' files applies that they will be stored for 20 years. The financial documents that are part of the residents' files, will be stored for

7 years.

5) Access to personal data by third parties

Under the Aliens Act 2000 and the COA Act, the COA is authorised and sometimes obliged to provide government organisations with data and information that they need for the performance of their duties.

In incidental situations there is a transfer of personal data to third countries. In these cases, appropriate measures will be taken to protect personal data.

The COA is a link in the 'chain' of organisations cooperating in the immigration process that includes the Immigration and Naturalisation Service (IND) and the Repatriation and Departure Service (DT & V). These parties from the 'immigration chain' work closely with the Aliens Police (AVIM), Nidos Foundation, Transport and Support Service (DVenO), the International Organisation for Migration (IOM) and the Royal Netherlands Marechaussee (Kmar). Other cooperating partners are the municipalities and the Dutch Council for Refugees. In addition to the aforementioned organisations, personal data are also provided to the Municipal or Common Health Service and the Medical Aid Organisation in the Region (GGD and GHOR), the Asylum Seekers Health Care Provider (GZA) and Doctor-and-Care and the Rabobank. All this with the aim of safeguarding the well-being of the residents and the progress of the asylum process.

Regarding all cases of provision of personal data to third parties, the COA assesses the necessity of the provision and whether the personal privacy of a resident is not unnecessarily impaired. To his end, one will consider whether the purpose for which personal information has been requested, can be achieved with less or no personal data.

6) Protection

The COA has taken appropriate measures to protect processing of personal data and to prevent abuse of data. IBIS is the logistic system of the COA, in which the data of the asylum seekers are recorded. IBIS is linked to Justitienet. Protection of the system is implemented in compliance with the Government Departments Data Protection Regulations Decree (VIR), the Civil Service Information Security (Classified Information) (VIR-BI) and the Baseline Government Departments Data Protection Regulations (BIR).

Furthermore, all employees of the COA, temporary employees and volunteers, are bound by the secrecy provisions.

7) Automated decision-making

The COA does not use automated decision-making without human intervention.

8) Questions and requests

The residents have the right to be given the opportunity by the COA to check whether his / her data are being processed. The COA must indicate within 4 weeks whether this

is the case and in what way it is taking place. A resident should address his/her request for access to his / her personal data to the COA in writing:

Centraal Orgaan opvang Asielzoekers
Unit Staf/Team Juridische Zaken
Postbus 30203
2500 GE Den Haag

After the resident has taken note of processing of personal data relating to him/her, he/she has the right to:

- inform the COA of his/her objections against data processing;
- request the COA to adjust or remove the personal data processed;
- refuse to give a requested permission and withdraw a permission granted in the past;
- oblige the COA to inform the third parties with whom the data in concern has been shared, of such adjustment or removal;
- data portability.

If the resident believes that his / her personal data have been used unlawfully and the COA does not respond or does not respond satisfactorily to the request or the complaint of the resident, he /she can apply to the Data protection Officer of the COA by sending a letter to the Central Agency for the Reception of Asylum Seekers: Postbus 30203, 2500 GE Den Haag,

or by e-mailing to: fg@jenv.nl t.a.v. de Functionaris gegevensbescherming, dhr. Pieter de Groot.