Antwerp Maritime Academy [Hogere Zeevaartschool Antwerpen, hereafter referred to as ‘HZS’] is responsible for the processing of personal data. Any queries about this privacy statement may be sent to Antwerp Maritime Academy at the following address:

Hogere Zeevaartschool Antwerpen
6 Noordkasteel Oost, 2030 Antwerp
info@hzs.be

Purpose
Personal data is processed by HZS for the following purposes:
1. Administrative matters following enrolment for training or for a course. This includes taking part in internal and external activities, drug checks, work experience, docking, registration of presence, registration of results, issue of degrees, qualifications and certificates;
2. Administrative dealings in drawing up dossiers regarding student facilities / student guidance;
3. Processing requests for information about a particular form of training or course;
4. Disseminating information related to activities organised by the HZS.

Date collection
For the purposes stated above, we may request and process the following data from you:

1. Administrative matters following enrolment for training or a course:
   a. Full time Bachelor’s/Master’s degree in Nautical Sciences and Bachelor’s degree in Marine Engineering
      • Personal details;
      • Medical details;
      • Personal details of next of kin;
      • Documents:
         • Certificate of medical fitness;
         • Extract from birth certificate, stating parenthood (name of father and mother must be stated);
         • Belgian certificate or certificate from the European Economic Area or copy certified by the Belgian embassy in the country of origin + affidavit stating that the diploma grants admission to a university/higher education in the country of origin;
         • Copy (front/back) of identity card and international passport.
   b. Vocational training
      i. For STCW modules:
         Personal details, details of employer.
      ii. For long-term courses:
         Personal details.

2. Administrative matters for dossiers regarding student facilities / student counselling
   • Personal details;
   • Depending on the nature of the student’s enquiry, additional details and documents may be requested for records.

3. Request for information about training/courses:
   • Personal details.
4. **Disseminating information related to activities organised by the HZS**
   - Personal details.

HZS uses the data only for the purposes for which the data was obtained.

**Disclosure to third parties**

Personal data provided to HZS may be passed on to third parties if this is necessary to carry out the purposes detailed above: for example (not exhaustive):

- Using ‘Blackboard’ as an electronic learning environment;
- Organisations with which HZS works for a number of training elements, such as manoeuvres, fire-fighting and SAR.

HZS only shares personal data with third parties after obtaining written consent from the data subject. The provider of the personal data has the right to withdraw this consent at any time, without affecting the legitimacy of processes completed prior to the withdrawal of consent.

By enrolling at HZS, the student/course participant gives written permission for his/her personal data to be shared with third parties in the context of activities/work experience/excursions associated with the training/course. The student/course participant may not withdraw this permission provided the courses/activities/work experience/excursions form part of and are necessary for the training process. Details of the full training programme may be found in the study guides/study information sheets for the training/courses in question. HZS ensures that only the minimum amount of necessary information is shared with third parties.

HZS only shares personal data with organisations with which it has signed an agreement. These organisations also abide by the General Data Protection Regulation.

HZS may pass on the personal data provided to third parties if obliged to do so by law and if it is permitted (for example in the context of a judicial investigation).

HZS does not provide personal data to parties located outside the EU.

**Retention period of personal data**

HZS only keeps personal data for as long as it is required by law and no longer than is necessary for the intended purpose of the processing.

1. Administrative dealings after enrolling for training or a course. => retention period set by law;
2. Administrative dealings in drawing up dossiers regarding student facilities / student guidance (at the request of the data subject) => data will be deleted after leaving HZS and full completion of the dossier;
3. Processing requests for information about training or courses. (at the request of the data subject) => data will be deleted at the request of the data subject;
4. Disseminating information related to activities organised by HZS. (justified interest) => data will be deleted at the request of the data subject.

**Protection of personal data**

HZS has taken technical (system security, backup) and organisational (provision of information, privacy policy) measures to protect personal data against unlawful processing.

**Rights regarding personal data**

Every data subject has the right to:

- inspect and amend or delete his/her personal data (unless stated otherwise by law);
- lodge an objection against the processing of his/her personal data (or part thereof) by the HZS or by one of its processors;
- have data provided transferred to the data subject or person authorised by the data subject.
Requests and complaints relating to the processing of personal data can be lodged using the contact details stated above. A request can only be granted after the data subject has been authenticated.

All data subjects have the right at all times to lodge a complaint with the data protection authority.

Changes to the privacy statement
Changes to the privacy statement will be published on the website.
The Hogere Zeevaartschool Antwerpen (Antwerp Maritime Academy), 6 Noordkasteel Oost, 2030 Antwerp processes personal data in the context of enrolments for training or a course, when drawing up dossiers regarding student facilities / student guidance, for processing requests for information relating to a particular training course and for disseminating information about activities organised by the HZS. Questions regarding the collection of personal data may be asked using the contact details shown below:

Hogere Zeevaartschool Antwerpen (Antwerp Maritime Academy)
6 Noordkasteel Oost, 2030 Antwerp
info@hzs.be

The full privacy statement can be viewed on www.hzs.be