

## GDPR Statement BITS project

This is the privacy statement of the BITS (Bicycles and ITS) project, project no. 38-2-1-18 granted under the Interreg North Sea Region programme. Maybe you are sharing personal data with the BITS project. We, the project partners<sup>1</sup>, find it very important to treat your personal data with great care. Therefore, we have drafted this privacy statement, explaining how we deal with (your) personal data and which rights you have.

If you have any questions after reading this privacy statement, please send an e-mail to the BITS Data Manager: [r.kleine@overijssel.nl](mailto:r.kleine@overijssel.nl).

In the following table you can see with which purpose we collect personal data, how long we will keep it, and whether other parties will receive your personal data.

Purpose	Which personal data	Basis	Duration of keeping the data	Third party receivers
Sending digital information (incl. newsletter, announcement of events, etc.)	<ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Organisation name</li> <li>• E-mail address</li> </ul>	Consent	6 months after end of project  <i>Note: for the purpose of managing the project legacy project partner CIE will contact the data subjects asking them permission to contact them within 6 months after the project has ended.</i>	North Sea Region secretariat
Administration of Advisory Board	<ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Organisation name</li> <li>• E-mail address</li> </ul>	Consent	6 months after end of project	North Sea Region secretariat
Public Relations	<ul style="list-style-type: none"> <li>• Picture</li> <li>• First name</li> <li>• Last name</li> <li>• Organisation</li> </ul>	Consent	Not applicable	Website and social media
Event attendees	<ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Organisation name</li> <li>• E-mail address</li> </ul>	Consent	6 months after end of project	Event logistics service providers
For running ITS implementations, for impact assessment and/or evaluation of ITS implementations	<ul style="list-style-type: none"> <li>• Depending on the type of ITS implementation. This can vary from almost nothing to origin, destination, age</li> </ul>	Consent	6 months after end of project	Not applicable

	and other personal data			
Sharing bicycle data via CycleDataHub	<ul style="list-style-type: none"> <li>None</li> </ul>	Not applicable	Not applicable	Not applicable
To improve our digital services	<ul style="list-style-type: none"> <li>Cookies</li> <li>IP address</li> </ul>	Consent (via NSR website)	As long as BITS project is part of the NSR website	Website manager Analytics tools

### Providing personal data to third parties

Without your permission the BITS project only provides your personal data to third parties if this is necessary for carrying out the project. In the table above you can find an overview of the situations in which personal data are shared with third parties. In addition, personal data might be provided when this is legally obliged.

### Joint controller agreement

A joint controller agreement has been created to facilitate the necessary exchange and processing of personal data for the management and delivery of the Bicycles and ITS project and the creation of the project legacy. This personal data includes the exchange of contact information between partners to facilitate project management, reporting, communication, events, recruitment of professional contacts, invitations to tender etc. It does not include:

- a) any personal data collected by partners during BITS implementations and data sets contributed to the CycleDataHub; these are subject to the GDPR policies of the implementing partner and the contributor of data sets.
- b) any personal data collected by surveys or other monitoring methods which shall be subject to the GDPR policies of the partner carrying out such tasks.

### Data collected by partners during BITS implementations

Some ITS implementations require that users provide personal data, such as name, address, contact details, age, gender and possibly even other personal data (depending on type of implementation). In addition, the ITS implementation might produce sensitive personal data such as origin, destination, location, time, etc. and/or a survey might result in the collection of personal data. **These personal data will generally not be shared between the BITS partners. The BITS partners will only see the results of the implementations at anonymized and aggregate level.**

In some cases, it might be necessary that a BITS partner responsible for the ITS implementation decides to share the personal data with another BITS partner, for example for analysis or evaluation purposes. For each ITS implementation the responsible project partner will inform the BITS Data Manager about possible privacy sensitive data to be collected and shared.

### Data in the CycleDataHub

Personal data coming from the ITS implementations in the BITS project will never be shared through the CycleDataHub. It is the responsibility of the BITS partner carrying out the ITS implementations to share only anonymized and non-personal data from the implementation(s). If the BITS partner works together with an ITS (service) provider, it is the responsibility of the respective BITS partner to make sure that the same rules apply to the ITS (service) provider.

If the CycleDataHub includes links to data sets not originating from BITS implementations, it is the responsibility of the respective website to which the CycleDataHub links to make sure that no personal data are published through its website. The BITS project is not responsible for sharing personal data through the CycleDataHub that come from external sources.

## **Cookies**

A cookie is a little text file which is sent together with the pages of a website and which is stored through the browser on your computer, tablet or mobile phone. We use cookies to offer you better services while visiting the BITS website. For example, cookies make it possible that your preferences are remembered, such as location and language settings. Thanks to cookies we can also monitor how often or website, and which pages of our website are visited. The BITS website is hosted by the NSR secretariat, and therefore the cookie policy of the BITS website is identical to the cookie policy of the NSR website. For certain cookies you have to give permission, for some other cookies, which are needed for technical or analytical purposes, this is not required. You can always withdraw your permission, by changing your internet settings. More information about turning on and off cookie settings can be found in the Help-function of your browser.

## **Links to other websites and online channels**

The BITS online channels (e.g. website, social media) can contain links to other online channels. This privacy statement is only applicable to the online channels of the BITS project. These other online channels can have their own privacy policy. We advise you to read the privacy policy of other websites before using other websites.

## **Insight, correction and removal of personal data**

You have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability. For such a request you need to identify yourself. In case you request to have your personal data removed, the BITS project will also forward this request to all third parties with whom the data have been shared.

There is a right to withdraw the consent at any time, without affecting the lawfulness of processing based on the consent before its withdrawal, that you should inform about.

## **Protecting personal data**

The BITS project undertakes all reasonable efforts to protect your personal data from theft, unauthorized access, publication and unrightful processing. Only those partners have access to personal data that need this for carrying out their project activities, access to personal data is protected and security measures are regularly checked.

## **Changes in privacy policy**

The BITS project might adapt its privacy policy over time to keep it up to date. On the BITS website always the most recent version of the privacy policy will be shown.

## **Contact details**

If you have questions about the processing of your personal data, or if you request insight, correction and/or removal of your personal data, please contact the BITS Data Manager through the following e-mail address: [r.kleine@overijssel.nl](mailto:r.kleine@overijssel.nl).

## **Complaints about the processing of your personal data**

Of course, we do our best to treat your personal data with great care. If you have a complaint, please let us know, and we will try to help you. In addition, you can file a complaint to the appropriate GDPR authority in the country of the BITS partner processing your personal data.

Zwolle, February 2020

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<sup>1</sup> See <https://northsearegion.eu/bits/project-partners/> for the list of partners of the BITS project