

# Nuffic Certificate Assessment System (NCAS)

## User and Privacy Policy

**By registering for an account to apply for a Nuffic Certificate and ticking the box to acknowledge that you have read and accepted the NCAS User and Privacy policy you are explicitly agreeing to this User and Privacy policy. Please read these terms and conditions carefully.**

### Purpose

NCAS users are only permitted to use NCAS to submit applications for a Nuffic Certificate.

Before using NCAS users must read the information available on the website (<https://www.studyinholland.nl/nuffic-certificate>) concerning the Nuffic Certificate and NCAS before preparing an application in NCAS. Users must also take into account the information published in the frequently asked questions section of NCAS (<https://ncas.nuffic.nl/Home/Faq>)

Deadlines and actions taken in NCAS have consequences for your application. Nuffic bears no responsibility for exceeded deadlines or for the consequences of actions or lack of actions taken by users of NCAS.

When you submit your application in NCAS, you automatically receive confirmation of receipt by email. If you did not receive a confirmation of receipt, your application was not submitted successfully. Please note that your email provider may see this confirmation email as spam, so check your junk or spam folder. We advise you to visit your NCAS personal page regularly to monitor the status of your application.

Applications for a Nuffic Certificate that have not been submitted will be deleted after one year without further notification. The same applies to applications that are incomplete.

By submitting an application you acknowledge that the information that you have entered is true, complete and correct and that you permit the release of information regarding school records and language tests to Nuffic. By submitting an application you agree that your personal information will be processed by Nuffic and that your information will be shared with Neso China, our partners, suppliers we engage to process data for administrative, assessment and selection of applications and for alumni and promotional purposes. Additional support is available through the Online support form: [www.studyinholland.nl/contact/contact-form](http://www.studyinholland.nl/contact/contact-form)

## Privacy

Nuffic collects personal information through the application process only. Nuffic will only disclose personal information to our partners and suppliers we engage to process data for administrative, assessment and selection of applications and for alumni purposes. We do not sell, trade or rent your personal information to third parties. Your information will be treated in accordance with the General Data Protection Regulation (GDPR) and will be stored in NCAS until 3 months after the start date of the study programme you are applying for.

Nuffic will use your contact details to inform you about your application. You are explicitly responsible for the correctness and completeness of the information in your profile and/ or application. Nuffic does not accept any liability whatsoever for accuracy of your profile or application. You can change your contact details and other personal details (i.e. name, date of birth, place of birth et cetera) yourself. Please ensure to keep your profile information up to date at all times.

Recruitment agencies may create a user account to act on behalf of a student. By creating such an account, the agency declares that they have been granted permission to act on the student's behalf. Should the student wish to use the account himself, he or she may request Nuffic to change the contact email address and issue a new password.

Further information on Nuffic's privacy policy can be found on <https://www.studyinholland.nl/home/privacy-policy>

## Your data

You can request to see which data we have stored under your name, or ask for it to be amended or removed, using [this form](#).

## Security

Nuffic has taken security measures against unauthorised access, loss, and unlawful processing of the personal data of NCAS users and Nuffic Certificate applicants.

Nuffic may at any time and without prior notice (temporarily) interrupt access to NCAS if there is a (potential) security incident, interruption and / or maintenance is required.

After termination, interruption or maintenance it is possible that the information users have registered in NCAS are lost. NCAS users are aware of and accept this risk.

NCAS does not make use of non-functional cookies

## **Changes to the User & Privacy policy**

Nuffic reserves the right to amend the User & Privacy Policy in accordance with Dutch law and GDPR regulations. In case amendments follow from the widening of the purposes for which your personal data are used, we will ask you for explicit consent. Users registered in NCAS will be informed of changes on our website: <https://www.studyinholland.nl/nuffic-certificate>

## **Intellectual property**

All intellectual property rights relating to NCAS and the website belong to Nuffic, unless otherwise indicated.

Nuffic, June 2018