**Privacy Statement**

In this document, you will find explanations regarding information that Study Association Dondrite (hereafter ‘Dondrite’) collects from their members. Dondrite does not collect information for other purposes than purposes that are described in this statement, unless members have given prior consent. This privacy statement is subject to change, and members should thus consult this statement regularly. When any drastic changes are made, all members will be notified.

The Application Form

Below you can find a list of data that is collected in the application form, and the purposes for which this is done. These data are necessary to benefit from the services of this study association. The data collected via the application form is automatically saved to a member administration system in a GDPR-compliant way using the services provided by Conscribo. The data will be saved as long as necessary, meaning that it will officially be destroyed once a membership has ended. Contracts and financial notes will be saved for seven years, compliant with the fiscal retention obligation. If any additional information from members is necessary (e.g. allergy information in case of an activity involving food), this will be asked in a separate form.

**The data collected and their purposes**

|  |  |
| --- | --- |
| **Data** | **Purpose** |
| First- and last name | To be able to distinguish members |
| E-mail address | To be able to contact members in case of notifications (such as for the General Assembly) and to send out the monthly newsletter. |
| Bank account details | In order to monitor and keep track of payments (such as membership contributions), and to allow Dondrite to reimburse you in case of cancelled events or expenses you made for your committee. Bank account details will be deleted when they are no longer required for that purpose. |
| Starting semester | In order to estimate study progress and facilitate payment durations. |

**Third parties that will have access to these data**

By definition the Dondrite members that are part of a committee and/or the board will have access to these data when it is relevant for their committee-specific tasks. All active members have the duty of confidentiality and will handle the data respectfully. Only the treasurer will have access to bank account details, for which the same duty of confidentiality applies.

We process the data using external services, in order to organise our member administration and to send out the monthly newsletter. The services we use are:

* **Conscribo**: Software for member administration. We have signed  an official GDPR-compliant privacy statement with them. They cannot look into the information we store there without our permission and they cannot share it with other parties unless it is necessary by law, in which case they will have to contact us.
* **Laposta:** A GDPR-compliant e-mail service that is used to send out the monthly newsletter.
* **WordPress:** A free and open-source content management system used to design our website ([www.dondrite.nl](http://www.dondrite.nl)), which automatically generates usernames and passwords for members of the association.

**Pictures**

During Dondrite’s activities it is possible that pictures containing some of the members are taken. Dondrite considers it their responsibility to protect their members’ privacy, and thus explicit consent for the use of pictures containing that member will be asked in the application form. In this privacy statement you can find where the pictures may be posted. Dondrite will make sure that personal information will be treated confidentially. It is always possible to request removal of a picture.

* **Website**: The pictures that are taken during activities will be uploaded to Dondrite’s website. These will be placed in a folder that is solely accessible by members (using login credentials), and is thus not reachable for the public. Committee pictures (a group picture from the committee) will be posted on the committee page, which is publicly accessible.
* **Social media**: Pictures can additionally be posted on Dondrite’s social media accounts. These include the platforms Instagram and Facebook. These social media platforms are public, and thus these pictures are visible to everyone. Pictures can also be placed in the newsletter and the yearbook, which are only accessible for members.

Rights of Dondrite’s members

Becoming a member of a study association means that there are certain rights the data subject is entitled to. These rights include:

* Right of inspection
* Right of correction
* Right of removal / right to be forgotten
* Right of data portability
* Right to receive information at request
* Right to oppose certain processing
* Right to retract approval
* Right to file a complaint at the *Autoriteit Persoonsgegevens*

For more information on these rights, we would like to refer you to: <https://bit.ly/3jY1qII> (Dutch) or <https://gdpr-info.eu/chapter-3/> (English).

Reporting obligation in case of a data breach

Dondrite has the obligation to inform its members in case of a data breach. The purpose of this is to ascertain that data is handled and processed in a secure and diligent way. One can speak of a data breach when there is a loss or wrongful processing of personal data. In case there is a data breach, Dondrite is obligated to report this to its members. For more information on this subject you can refer to the *protocol data breach* document on the website.

In case more information regarding the privacy of Dondrite’s members is necessary, it is always possible to contact the association and/or its Board members.

Study Association Dondrite

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