

## Privacy Statement of ESV Nijmegen

This document provides all information regarding the information that ESV Nijmegen collects from their members. The association collects or uses no information for other purposes than the purposes being described in these statements, unless you have agreed on this beforehand. This privacy statement is subject to changes and all members should take a look on this statement frequently. Potential modifications and/or changes will be updated in this document. Whenever changes are made, you will be notified via e-mail.

### Access to your data

Below you can find a list including all kinds of information that is being collected through the application form and the purposes for which this information will be used. This information is essential to use the facilities and services the association offers. The information provided on the application form is saved in the general member file. Only the board of the ESV has access to this member file. The board members are considered as the people for whom your information is relevant. For example, the treasurer needs your information to collect the membership fee. On the other hand, the secretary needs your information for all administrative matters. The board as a whole has the shared responsibility for the way your information is used.

Whenever there is a registration for an activity, the committee that organizes this activity also has access to a number of personal details that are deemed necessary for organizing this activity. Under the heading 'Declaration of secrecy for committees' this is further elaborated.

Personal information is saved until someone ends their ESV membership through the normal procedure of unsubscribing, i.e. by sending an email to [secretaris@esvnijmegen.nl](mailto:secretaris@esvnijmegen.nl). In case a person wants to join the association once again, they have to fill in a new application form.

### Usage of your data

By signing your application form you authorize the ESV to process the following personal information:

<b>Personal detail:</b>	<b>Purpose:</b>
First and last name	To distinguish among different members and for identification for discounts on study books
Date of birth	To determine whether a member is younger or older than the age of 18, which is important for judicial matters
Phone number	To get in contact in case of emergency and where there might be questions
Address	For sending certain documents, for example the NCE magazine, and for sending articles when needed for (digital) activities

Email address	To get/stay in contact in case of announcements and/or invitations for (digital) activities, for sending the Newsflash and/or direct mailing which include relevant information for members and for identification for discounts on study books
Student number	For applying for grants and to log into your account
IBAN	To be able to collect the yearly membership fee of 10 euros via an automatic debt collection and to smoothen payment for participating in activities
BIC	To be able to collect the yearly membership fee of 10 euros via an automatic debt collection and to smoothen payment for participating in activities
Field of study	To be able to share specific communication for different fields of study
Start date of study	To distinguish between different year classes
Gender	To be able to share specific communication for different genders
Language	To determine the language of the communication

### **Student numbers**

The board members of the ESV get a grant from the Radboud University for their board year. This grant is stated for 3 years and depends on the number of studying members at the moment of the check. For this reason, every three years the ESV gives a list of student numbers to the person working at Radboud University that is responsible for this check. On this list are only the (old) student numbers of all members of the ESV.

The student numbers of participating members of group trips are also used when applying for the grants that are used for the group trip. These grants are applied for at Radboud University.

These details will not be stored longer than necessary by Radboud University and removed after a maximum of 7 days after the check. These details are only used by Radboud University for the purpose of determining the grant.

### **Storage**

The general member file of the ESV is linked via the website. This site is managed by Best4u. We signed a privacy policy agreement with this partner. Besides, the general member files are stored in Mailchimp. Mailchimp is a program used for sending

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anniversary mails, the Newsflash and direct mails. Mailchimp meets the requirements of the General Data Protection Regulation.

Your personal data might also be exported from the general member files for reasons mentioned elsewhere in this statement. These files will then be stored on the server of the ESV. This server has an external storage on Sharepoint, which is part of Microsoft Office 365. Microsoft meets the requirements of the General Data Protection Regulation.

Whenever a member deregisters all stored personal details of this member will be deleted. At activities where there was a registration of this member, it will show that a deregistered member participated in this event. Other (financial) details, like declarations and other registrations for activities, are saved for a maximum of eight years in the storage. After this period, also these details will be deleted.

### **Activities**

After you subscribe, we will monitor which activities of the ESV you attend. The extra information that might have been added by subscribing for certain activities will stay in the database. At the end of the academic year, the personal information will be deleted. Besides there is stated when you started studying and when you stop studying. With this information we can provide you information about the actual offered activities, including activities for alumni from the point that you graduate. Not interested in this information? No problem, please send an e-mail to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl) and we will stop providing you with this information.

### **Formal activities**

As a study association a part of our activities are organized to prepare you for career after your studies. These activities are often organized in collaboration with potential future employers. When subscribing for this kind of activities, you also accept that the ESV shares your first name and last name with these partners. On top of that, also your résumé might eventually be shared with them. When attending an activity for which this is necessary, we always ask your permission first. Also, we will delete your resume from our storage within a week after the formal activity.

### **Whatsapp groups**

When you sign up for a trip, a group app is normally created to make communication for this trip smoother. Registration will be requested from September 2020 onwards, when you enroll for this trip. Have you given permission, and do you want to withdraw this later? No problem, send an email to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl)

### **General Member Meetings**

When attending one of the General Member Meetings of the ESV, your first name and last name will be written down in the minutes. These minutes will be published in the protected part of our website, so only members can log in and view them. When you make a comment during one of the General Member Meetings your last name will be stated in the minutes, followed by your comment. If you do not want your name to be stated there,

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please send an e-mail to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl) so we can change the relevant minutes.

## **Photo's**

The photo albums of our activities are protected with a login, so only our members can view the photos. We never publish personal photos, only photos that are made in public places during our activities. Photo sessions are being filtered before they are published on our website. Do you disagree with a photo of you that has been placed on the website? Send an e- mail to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl).

Next to the previously mentioned photo albums, the photos can be used on the social media channels of the ESV. These social media channels are: Facebook, Instagram and LinkedIn. For photos published in the ESV magazine, which is handed out during the introduction, permission in writing will be requested.. These (social) media channels are public.

Every lustrum year an almanac will be published with pictures coming from the photo albums. For the use of these pictures there is no need to ask permission. During the lustrum year on November 1<sup>st</sup> an email will be send to remind members of the usage of the pictures from the photo albums. When a member does not want pictures to be used where they are visible this should be made clear before December 1<sup>st</sup> in the lustrum year via [almanak@esvnijmegen.nl](mailto:almanak@esvnijmegen.nl). Also, a list of members including pictures will be published in the almanac of the members that register for this. Members are expected to send in their own pictures and give permission to use their name.

## **(Former) Board members and committee members**

Additionally, the pictures and names of (former) board members and committee members will be shown on the website, including your function/committee. This information is shown in the public part of the website since (former) board members and committee members represent the ESV. If you disagree with the fact that your name is publicly on the website or that you are recognizable on the picture, please send an email to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl).

Every year among other things invitations for the constitution drink and Christmas cards are sent to former board members. The board registers the personal details of former board members that want to receive mail in a file. Former board members have received an email including a form which they need to fill in and send back to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl). When this form is not sent back, the mail will not be sent to these former board members. If former board members decide they no longer want to receive mail they can send an email to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl).

## **Declaration of secrecy for committees**

A lot of activities are organized by committees. The committee members need some personal information to organize activities with external parties. The committee members realize they have to use your information carefully. The committee members could have access to personal information. All committee members have to sign a

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declaration of secrecy since September 2019. This declaration of secrecy is valid forever. Whenever a member would like to become an active member again in the next academic year, it is not needed to resign this document again.

From September 2020, all committee members sign a document where all the agreements surrounding the dealing with your personal information are listed. This list of agreements differs per committee and has to be resigned each year when becoming an active member again.

Both documents will be saved digitally on the OneDrive and the hard drive by the board for 8 years after the deregistration of the member. To ensure this, the board will keep an overview of the deregistered members, and on which date the documents should be deleted. The chairman and secretary will carry responsibility for keeping up, checking, and deleting these documents.

### **Third parties**

To ensure that certain matters run as smoothly as possible, the ESV has partnerships with third parties. For the provision of textbooks, this concerns Dekker van de Vegt Nijmegen. Members receive a discount when they purchase their study books here. To check whether the books are bought by members so that the discount can be given, the board sends a list of names and e-mail addresses of members to Dekker van de Vegt Nijmegen. A processing agreement has been signed by both parties for this cooperation. To be able to give students a discount throughout the year, it is important that the list of data is kept for a year. At the beginning of each year, the list of data is sent by the ESV, then the list from the previous year will also be permanently deleted by Dekker van de Vegt.

### **See and change your information**

You can check your information via your 'My ESV-account' or ask the secretary of the ESV. You can change your own information via 'My ESV-account'. The following information is excluded from this: your name, birthdate and gender. You can ask the secretary to change, add or delete some of your information. Changing your information is always your own responsibility. Your account is connected with the events in which you participated or will participate.

### **To object**

It is possible to object that the ESV has your personal information. When the ESV has a bigger interest to have your information, the ESV will keep your information. If you would like to object, please send an e-mail to [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl)

### **Reporting obligation for a data breach**

The ESV has a reporting obligation if there is a data breach. The purpose of this is to make sure the security is in order. There is a data breach when there is a loss of personal data or when personal data is processed unlawfully. When a data breach takes place, the ESV is obliged to report this to those involved. For more information about this, please refer to the data breach protocol. You can find this protocol in the 'documents' section of

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MyESV. Because we always work with encrypted files and connections, your password will never be known to third parties.

### **Registration form for trips**

With the registration form for the trips of the ESV, additional information is requested besides the standard member file. This information is only collected for members participating in the introduction weekend, the ski trip, the study trip or the city trip. A list of the data collected for participation in these trips is shown below. Other required, already known data can be retrieved from the membership file. As a check, this known information can be requested again on the registration form.

The copy of your passport or ID card will be deleted within one month from the end of the trip. The remaining data will be destroyed on the next 1<sup>st</sup> September after the trip.

<b>Personal detail:</b>	<b>Purpose:</b>
Phone number parent or guardian	To get in touch in case of emergency
Address parent or guardian	To get in touch in case of emergency
IBAN	To deduct the subscription fee via an automatic debit collection
Copy passport / ID	To book airline tickets and hostels

### **Questions?**

If you have questions about this privacy statement? Please contact [voorzitter@esvnijmegen.nl](mailto:voorzitter@esvnijmegen.nl).