



This document is the translated version of the original
Privacy Policy
Study association VIP

Groningen, June 2018

This document is the translated version of the original Privacy policy of VIP, Studievereniging Groningen

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Title:

Privacy policy Study association VIP

Naam:

Study association VIP

Field of study:

Psychology

Faculty: Faculty of Behavioural and Social Sciences

Date of issue:

June 2018

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1. Introduction

Studievereniging VIP wants to handle your personal data with care at all times. On the basis of the privacy legislation VIP is also responsible for this.

Every (alumni) member, participant of activities and everyone else must be able to trust that his or her personal data are lawfully processed and appropriately protected by VIP. VIP is therefore transparent about what it does with personal data and takes responsibility, even if mistakes are made. VIP enables individuals to access and correct their data. Their complaints are taken seriously and handled carefully.

In this privacy policy you will be informed about the way VIP processes your data and about your rights. This privacy policy has been drawn up in conjunction with VIP's privacy policy.

2. Contact details of the responsible

If you have any questions or requests regarding the processing of your personal data, please contact us:

Studievereniging VIP

Grote Kruisstraat 2/1 – kamer Hv.0402 en Hv.0404

9712 TS Groningen

Rijksuniversiteit Groningen

E-mail: vip.gmw@rug.nl

3. Status of this privacy policy

This document concerns the general privacy policy of VIP. This privacy policy outlines which personal data VIP processes and for which purposes. VIP keeps a processing register of which processing activities it performs. This enables VIP to specifically inform you about the processing of your personal data at your request. In certain cases, you must be specifically informed about the processing of your personal data in advance. In that case, a specific privacy statement will be proposed with reference to this general privacy statement.

4. Purpose of processing personal data

Study association VIP Processes your personal data for the following purposes:

- Handling payment;
- Send newsletter;
- Contact by phone or e-mail;
- Inform about changes in services and products;
- Offer the possibility to create an account;
- Delivery of goods;
- Organizing (alumni) activities.

5. Principles for processing

The accounting policies for the purposes described above are diverse. Processing may take place on the basis of:

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- The execution of an agreement concluded with you;
- Protecting your or someone else's vital health interests;
- The observance of a legal obligation on VIP;
- A legitimate interest of VIP to process the data;
- The permission given by you for the processing. If the RUG processes your personal data based on your consent, you have the option of withdrawing your consent.

6. Categories personal information

Personal data are all data with which you can be (directly or indirectly) identified. This general privacy statement outlines which categories of personal data VIP processes. VIP makes every effort to provide as complete an overview as possible. VIP processes the following categories of personal data:

- Name and address details: name, address, zip code, town and place of birth;
- Age details: ages and dates of birth;
- Contact details: e-mail address and telephone number (business and private);
- Information about your gender;
- Information about your education;
- Information about your participation in activities;
- Information about joining a committee/structure;
- Financial data: bank account number, declaration data;
- Account information: student number, password;
- Usage data: login data.

VIP processes the following categories special personal information when requested:

- Identification data: BSN number, ID number, copy of identity document;
- Health data: e.g. dietary requirements;
- Photos and video: promotional material.

By visiting activities of VIP, one agrees to be photographed for the VIP photo page, which can only be visited by registered members. VIP has the right to use these pictures on social media, in the newsletter, the almanac and for other expressions on the VIP website. In case a member does wish to have a photo not published or wish to have a photo removed, please send an email to vip.gmw@rug.nl.

7. Recipients of your personal data

Within VIP, your personal data will only be processed by the persons for whom this is necessary. For the execution of its processes, VIP sometimes uses other parties who process personal data on behalf of VIP. Written agreements are always made with these 'processors' to ensure the careful and safe handling of your personal data. It is also possible that VIP, together with someone else, is responsible for the processing of your personal data. When your personal details are provided by VIP to a party, it is possible that this party will pass them on to another party. If VIP is responsible for that transfer to another party pursuant to the law, measures will be taken to ensure the careful and safe handling of your personal data.

8. External sources of your data

VIP obtains the personal data they process about you in most cases from yourself. In some cases, the data is obtained from an external source. You can always request further information about this by contacting VIP.

9. International processing

It is possible that for a certain purpose your personal data may be processed outside the European Economic Area, where the European privacy legislation does not apply, under the responsibility of VIP. In that case, VIP will ensure that agreements are made to ensure that your personal data are handled carefully and safely.

10. Storage periods

VIP does not retain your personal data for longer than is necessary to achieve the purposes of the processing. VIP determines the exact retention periods and the conditions for extending them, for each processing. At your request, VIP will inform you how long your personal data will be kept.

11. Automated decisions

Study association VIP does not take decisions on the basis of automated processing operations on matters that may have (significant) consequences for individuals. This concerns decisions that are taken by computer programs or systems, without a person (for example an employee of Study association VIP) being part of the decision making process.

12. Your rights

You have various rights under the privacy legislation. For the implementation of your rights, you can contact VIP via vip.gmw@rug.nl. Your requests will be reviewed and dealt with within one month of receipt. If your request is complex or if you submit a lot of requests, this period is a maximum of three months. Prior to processing, it will first be determined whether the request has been submitted by an authorised person and whether the request is legitimate. For this reason, you may be asked to provide proof of identity before the application is processed. You have the right to ask VIP for an overview of the personal data that is processed about you, it processes and the applicable retention periods. If you feel that your personal data is incorrect or if you no longer wish your data to be processed, you may request that this data be changed or that the processing of your personal data be stopped and deleted. In some cases, you may also be entitled to a copy of your personal data in a usable format. Once you have given your consent to the processing of your data, you have the right to withdraw it. In order to assess and process your request, your personal data will of course be processed.

13. Complaints

Study association VIP would also like to point out that you have the possibility to file a complaint with the national regulator, the Personal Data Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons>

14. Changes in this privacy policy

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This privacy policy has been adopted by the VIP Board of 2017-2018, is published on the public website of VIP, and applies from that moment on. VIP may change this privacy statement. Reasons for this may include, but are not limited to: (Amendment of) laws and regulations, change in the general privacy policy of VIP and advancement of technology. Naturally, you will be informed of this.