

Privacy Statement

Students For Sustainability Amsterdam

Last amended on: 11-10-2019

KvK nummer: 56201095

www.sfsa.nl



This privacy statement has been drawn up in order to list, explain and clearly state the purpose of all the personal data that the student association Students For Sustainability Amsterdam (SFSA) collects and stores. SFSA is committed to ensuring that your privacy is protected. When we request specific information to identify you, you can rest assured that it will only be used in accordance with this privacy statement. SFSA may amend this policy from time to time by updating this page. If this page changes, you will be notified.

This privacy statement became effective on 11-10-2019.

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1. Contact details

If you have any questions and/or complaints about our privacy policy, please contact our data controller.

Responsible for processing during the administrative year 2019/2020:

Laura van Oosten
voorzitter@sfsa.nl

Mailing address SFSA:
Nieuwe Achtergracht 170
1018 WV Amsterdam

2. Personal data processed by SFSA

SFSA processes* personal data of members of SFSA. The purpose of each category of personal data is listed in section 3.

*According to the law, *the collection, recording, arrangement, storage, updating, modification, retrieval, consultation, use, transmission, distribution, making available, combining, linking, blocking, erasure and destruction* of data are included in the 'processing' of personal data.

Below is an overview of all the personal data we process:

1. First and last name
2. Study programme
3. Student number
4. E-mail address
5. Photos

3. Processing objectives per data category

- 1) First name and surname are processed by SFSA for the identification of members. After unsubscribing, this data is kept for the archive of former members for alumni events and any anniversaries. If you would like your data to be deleted, please contact us, and we will delete it immediately.
- 2) The study programs of members of SFSA are processed to get to know our audience better and possibly to complement the audience. In this way, we also know where we will have to promote more, for example. This data is also used to attract members to study-related activities.
- 3) Student numbers are processed by SFSA to check whether the members are studying at the institution they've filled in. In order to be able to make a claim to the UvA's profiling fund, it has to be possible to check how many members are studying at the UvA.

- 4) E-mail addresses are processed by SFSA so that members can be kept informed about the events of SFSA, such as documentary evenings, activities, workshops and so on.
- 5) Photographs taken at SFSA events may be published on the Facebook and Instagram page of SFSA to be used for promotion for future events. If there is a picture that you are standing on and you do not want to share this picture on Facebook, you can send an email to secretaris@sfsa.nl and this picture will be removed. SFSA may request permission to use the photos for the promotion of subsequent events, workshops or other activities or for use on the site or Facebook. Photos of members must be removed from Facebook within one week at the request of the member in question so that no other member has this photo in his or her possession.

4. Incidental data processing

In addition to the data mentioned above, we also process incidental data for events or workshops organised by SFSA. The kind of data depends on the event in question. Personal data obtained for an event will not be used for any other purpose than the organisation of this event. After an event or trip, SFSA will delete the data of members who are not going to be used for any other purpose within two weeks.

5. Security of your personal data

SFSA takes the protection of your personal data seriously. We, therefore, take the following precautions.

1. **Access to and misuse of your personal data**

Personal data that SFSA preserves for a longer period of time will be stored on Google Drive. Only board members have access to this. In the SFSA processing register, you can read who processes this data and which systems are involved. Commission members have access to incidental personal data of the event that the Commission is organizing. The committee members have been informed of SFSA's privacy policy.

2. **Sharing of personal data with third parties**

The Board of SFSA reserves the right to share personal data with third parties. Should this situation arise, a well-considered assessment will be made by the board of SFSA per personal data and per third party, whereby your privacy will be treated with the utmost care. For third parties, you can think of the University of Amsterdam. However, there will never be any compensation for the sharing of personal data.

3. **Security measures**

The use of personal data on paper will be avoided as much as possible. Personal data that are kept on paper for a longer period of time are kept in a locked safe, to

which only board members have access. In the event of a data breach, this shall be recorded in the data breach register and action shall be taken as indicated in the 'Protocol data breach of the SFSA'.