

Privacy Policy V2.0 - 30 October 2024 – English version

1. What personal data do we store?

The following personal data are stored in the administration and are necessary for the functioning of the association.

- Name, address, place of residence
- Date of birth
- Email address
- Telephone number
- Registration date
- Educational institution
- Payment details

Furthermore, optional data is stored about you. For example, there is the option to provide medical information such as dietary preferences, allergies or disabilities. You are free to share this optional data with us. By sharing this, you agree that we store this information for the duration of the activity for which you provide the information. If you provide optional information when you register, such as medical data or your personal pronouns, we will store the information for the duration of your membership (unless you indicate that you want to delete it, see also chapter 8). We also ask you, as a non-mandatory question, which major you are following when you register. This gives us more insight into which students join SIB. We can tailor our lectures to this.

We make video and audio recordings during activities that we organize. You can indicate in what way we may use video and audio recordings that you appear on. You can indicate this by agreeing to our image policy, which states in what way we may use these video and audio recordings. Furthermore, we may process additional personal data when you, for example, register for an activity, committee or association or when you voluntarily provide additional information in surveys. We indicate which additional data is processed and for what purpose, before you commit to any obligations, so that you always have the option to unsubscribe.

2. What do we use this data for?

Obligations

First of all, we use your data to meet a number of obligations. For example, we use your personal data to keep track of our finances, by checking whether you have met

your payment obligations. In addition, we are legally obliged to have our administration in order, which must include name and address details and transaction data. Furthermore, we are obliged to ensure that when alcohol is served, it is only available to adults. For this we also need your date of birth. Finally, we must be able to indicate how many of our members are students, in order to be eligible for a number of regulations from Utrecht University and the Hogeschool Utrecht (University of Applied Sciences in Utrecht), so that is why we also store where you study.

Keeping you and others informed

We use your contact details (email address and telephone number) to keep you informed of updates about the association, dates of general meetings or changes to conditions (such as this Privacy Policy). We also use your data to respond when you contact us. If you sign up for our weekly e-mail (the e-SIB), we use your data to send you this newsletter, as well as reminders for activities. We also use your date of birth to inform others of when your birthday is.

Organizing and personalizing activities

We use your personal data, such as name and associated registration details, to be able to organize activities. We also use your data to provide you with relevant information when you register for an activity, for example by sending you an information email or by placing you in a Whatsapp groupchat. If you have given us permission to store information about your food preferences, allergies or disabilities, we can use this information to tailor activities to you. For example, we can take food preferences and allergies into account during a dinner.

Improving the organization

We use your personal data, such as name, date of birth, personal pronouns (if you provide them), registration date, study and school, to improve our organization. We do this by maintaining a profile of you. This profile consists of these personal data, combined with information that we collect about your activity within the association. This concerns whether you are in a committee and in which committee. Furthermore, we can also add information that you provide yourself to this profile; for example, we can add the results of a survey. An example of this is a survey in which you fill in which committee you would like to join in the future. We can then send you a message if a spot becomes available in this committee.

3. Who can view this data?

SIB-Utrecht takes the privacy of its members very seriously. In principle, we will never share your personal data with third parties. The only exception to this is when we organize an activity with one or more third parties. If you register for such an activity, you agree that we can have your personal data processed by the relevant parties. We state in advance which parties these are.

Within the association, the current board is responsible for your data. They are the point of contact for questions or problems. Furthermore, the board reserves the right to give members access to your personal data. This can happen, for example, when the cooking committee wants to gain insight into who has allergies, or when a committee wants to know which members have registered for an activity. Members may also collect personal data on behalf of the board. The board ensures that personal data is handled correctly and securely. We use a number of services to store your data. These services provide for the security of your data in accordance with the law. If a data leak occurs at one of these services, we will inform you of this. If you have any questions about your privacy or the security of your data, please contact us via info@sib-utrecht.nl.

4. Verzamelen jullie automatisch data?

Yes, as long as you are a member, we collect data about your participation in the association. This includes, for example, which activities you register for, or how you use the personalized part of the website. We use this information to improve our organization. We do not make automated choices based on this data; a person always oversees choices that are made based on this information. If you have more questions about this, please contact us.

We also collect data about the use of the website. We use this data to improve the user-friendliness of the website and to measure the effectiveness of advertisements.

5. How long will my data be stored?

SIB-Utrecht, like all other associations in the Netherlands, is obliged to store your payment details for 7 years. These cannot be anonymised or deleted as soon as you unsubscribe. Furthermore, we store image and sound recordings for a maximum period of 10 years, unless you explicitly indicate that your image and sound recordings may be stored for a longer period. Finally, when you unsubscribe, you can indicate that you want to be included in the alumni file. Your name, registration date and deregistration date and contact details will be stored in this file until you

indicate that you want to be removed from it. We also add to this data whether you became a member of merit when you unsubscribed. All remaining data will be deleted upon unsubscribing. If you want to delete data earlier or want to change which data we may store about you, please contact us.

6. How does SIB-Utrecht respond to legal requests?

We may use, store and share your information in connection with a legal request (such as a search warrant, court order or subpoena). We will only do this if we believe we are legally required to do so.

7. How do we inform you of changes to the privacy conditions?

If we change these privacy conditions, we will discuss this during the General Members Assembly (GMA). Prior to this meeting, we will send a message with the proposed changes. The change to the privacy conditions will take effect if they have been approved by the GMM.

If you do not agree with the changes, you can choose to have your data deleted. See also chapter 8.

8. I would like my data to be deleted

When deleting data, we distinguish between necessary and optional data. If you want your data to be deleted, you can contact us. We can then explain which data is necessary or optional. If the data is optional, we will delete it for you. If you want necessary data to be deleted, you must unsubscribe from SIB. This is necessary because processing this data is required for the functioning of the association. When you unsubscribe, we can delete this data for you, provided that we are not obliged to retain it for longer.

9. Can I view my data?

You have a legal right to know whether and what data we collect from you, to view and improve it. If you want to know more about your data, please contact us by email.