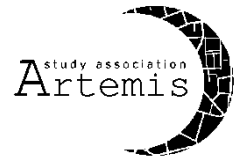


# Privacy Policy

## Study Association Artemis



Last updated December 20<sup>th</sup> 2024

This document concerns the privacy policy of Study Association Artemis, henceforth referred to as 'the association'.

The association highly values the protection of personal data. This privacy policy aims to provide clear information on the way your data is being processed. The necessary steps will be taken to maintain and secure the privacy of members and for that reason personal data will be handled with utmost care. The association will adhere to all relevant legislature concerning data management and protection, including the General Data Protection Regulation (*Algemene verordening gegevensbescherming (AVG)*), at all times.

### Responsible party

The association is responsible for processing the personal data of its members, benefactors, and alumni.

### Data processing

The association only processes personal data to provide its services, if it is necessary for the association to function or if a member, benefactor, or alumnus voluntarily shares this data with the association.

If someone registers to be a member of the association, the following data will be stored:

- First name
- Surname
- Date of birth
- WUR account name
- WUR-registration number
- E-mail address
- IBAN-code or bank account number and BIC-code
- Payment method
- Start date membership
- Permission for use of photographs

If someone registers to be a benefactor of the association, the following data will be stored:

- First name
- Surname
- E-mail address
- IBAN-code or bank account number and BIC-code
- Payment method
- Amount of contribution fee
- Start date benefactorship

This data will be stored in the Member database which is located on the website Conscribo, to which only board members have access. The board will manage the administration by adding new members and benefactors, removing former members and benefactors, and adjusting data during membership and benefactorship. This may only be done whilst being on the network of Wageningen University and Research (WUR).

If someone registers to be an alumnus of the association, the following data will be stored:

- First name
- Surname
- E-mail address
- Date of graduation
- Work field
- Employer
- Function
- Start date alumniship

The data of alumni will be stored as a Microsoft Excel file on the private SharePoint group of Artemis, hosted on the Wageningen University & Research SharePoint site. The board will manage the administration by adding new alumni, removing former alumni, and adjusting data during alumniship.

When data from new members, benefactors or alumni is acquired via an application form, this form will be secured in the Gaia building on the Wageningen University & Research campus.

The following additional data will be stored, if applicable to members:

- Committee history

This data will be stored on the website Conscribo. The board will manage the administration by adding this data to members to whom this is applicable.

### **Data handling**

The personal data of members will be used to:

- Send the newsletter (e-mail address).
- Collect membership contribution (payment method, IBAN-code or bank account number and BIC-code, email address).
- Send messages to specific target groups (e-mail address, study, start date membership, committee history).
- Check whether the member is of legal drinking age when attending activities that include alcoholic consumptions (date of birth).

The personal data of benefactors will be used to:

- Send the newsletter (e-mail address).
- Collect benefactorship contribution (payment method, amount of contribution fee, IBAN code or bank account number and BIC-code, e-mail address).
- Send messages to specific target groups (e-mail address).

The personal data of alumni will be used to:

- Send messages to specific target groups (e-mail address, study, date of graduation, work field, employer, function).
- Share with the Study Advisor(s) of MGI when requested and deemed appropriate by the board of the association, to allow the approaching of alumni for study-related activities.

#### **Data collection periods**

Personal data of members, benefactors and alumni will be kept for as long as they are a member, benefactor or alumnus, and for a maximum of 5 years afterwards.

#### **Financial administration**

The association processes financial administration to provide its services. Financial administration will be kept for 10 years, as this is required by law.

Financial administration consists of the following data:

- Payment method (whether you authorise the association to withdraw money from your bank account or whether you will do this personally)
- IBAN-code or bank account number and BIC-code
- Date of transfer
- Transferred amount
- Receipts or (printed) invoices

#### **Third-party sharing**

The board exclusively shares data to third parties (processors) when this is required to continue providing our services to our members or when legally obligated to do so.

Currently, these processors are:

- Wordpress; the association uses their services to host the website <https://sa-artemis.nl>.
- Laposta; the association uses their services to send the member and benefactor newsletter.
- Conscribo; the association uses their online platform <https://www.conscribo.nl/> to store the Member Database.

The privacy policies of all processors comply with the General Data Protection Regulation. The association uses the services of the processors, which are based on the privacy policy of the processor. Therefore, the usage of the processor as host complies with the General Data Protection Regulation.

All processors have agreed to:

- Never use personal data for personal purposes, but only to comply to the instructions of the association and to keep providing their service. However, personal data may be used to meet legal requirements such as court orders.
- Make sure appropriate technical and organisational measures are being taken to protect the data from loss or unlawful processing according to the processor agreement and General Data Protection regulation.
- Inform the board in the case of a data breach.

### **Data breach protocol**

The association has an extensive script in case personal data is being processed or made available for processing by unauthorised third parties. In case of a data breach, the Treasurer will be responsible for handling the steps as described in the script, unless the nature of the breach demands otherwise.

The Chair is responsible for informing the members, benefactors and alumni of the association whenever a data breach occurs.

### **Changing the privacy policy**

The board is responsible for updating this privacy policy regularly to keep it up to date.

Changes made to meet legislative requirement do not need to be approved by a General Members Assembly (GMA). The board will notify all members, benefactors and alumni as soon as possible of these changes.

In case of all other important changes, the board will present these changes during a GMA, and these proposed changes must be approved by that GMA. The board will notify all members and benefactors of changes made to the privacy policy during this GMA. The board will notify all alumni of these changes by e-mail.

### **Rights**

Any member, benefactor or alumnus has and maintains the following rights, concerning their personal data and this privacy policy:

- The right to request this privacy policy.
- The right to view any personal data the association has collected and stored.
- The right to change any personal data the association has collected and stored.
- The right to remove any personal data the association has collected and stored.

### **Viewing, changing, or removing personal data**

To view, change or remove personal data, please contact the Artemis board ([sa.artemis@wur.nl](mailto:sa.artemis@wur.nl)). Additionally, please attach any valid identification document to verify that the data will be sent to the correct person. It is advised to cross out your social service number (BSN) in this attached document.