

0. Introduction

This is revision 1 (xx-xx-2019) of the privacy policy of Study Association Astatine. This text states the personal data processed by S.A. Astatine, and how this data is handled.

In this text, the following definitions are used:

<i>Astatine</i>	S.A. Astatine
<i>Committee</i>	A committee as mentioned in section 20 in the articles of association
<i>Visitors</i>	Persons who visit the website and webapps of Astatine
<i>Financial data</i>	The IBAN and the SEPA-authorisation data
<i>AttenTie</i>	The periodical of Astatine
<i>Webapps</i>	The digital members portal of Astatine
<i>NNV</i>	Nederlandse Natuurkunde Vereniging (Dutch Physics Association)

1. (Personal) data Astatine processes

a. Visitor data

Astatine processes the following data of its visitors:

- The IP address, to guarantee proper functioning of Astatine's servers by preventing overload and to trace back technical issues.
- Page visits, for the purpose of Wordpress Statistics. See also section 6.

All data cannot be traced to individuals.

b. Member data

Astatine processes the data of its members and of people that supply their personal data to Astatine themselves. Including the data mentioned in subsection 1a, Astatine processes the following personal data:

- Full name
- Date of birth
- Gender*
- Nationality*
- Phone number
- Email address
- Address
- Financial data
- Student number
- Student email address *
- Study programme
- Date of subscription membership Astatine
- Personal NNV-number*

The goals and justifications for processing the aforementioned data are mentioned in section 2. Items marked with an asterisk are optional, and thus a member is not obliged to provide them. However, for participation in certain non-mandatory activities, members can still be obligated to supply this data. During all activities, photos can be taken. These photos can be published on the website and Social media of Astatine. Personal data can be removed when requested, see section 7.

c. Exceptional and/or sensitive personal data

For certain activities, Astatine may require additional personal data. This data will be requested upon signing up for said activity and will be removed after the activity or after the period defined in section 4. Signing up for and participating in activities is not mandatory. Astatine can request and process the following data:

- Dietary preferences, for members with non-standard eating patterns.
- Allergies and medication, for the health of members.
- Copy of passport or ID-card, for (study)trips.
- Contact details of parents and/or guardian, for study(trips) and Parents' Day.

2. Goals and justifications of processing

Astatine processes personal data for the following ends. Justification on which the processing relies is also indicated.

- a. Keeping the members' administration up-to-date, in order to meet the goal of the association.
- b. Determination of age, in order to conform to the law.
- c. Collecting contribution, in order to carry out an agreement.
- d. Carrying out the collection of internal balance.
- e. Communication possibilities:
 - As a primary communication medium, in order to transmit vital information.
 - Transmitting GMA documents, in order to conform to the law.
 - Information exchange between committee members, to enable the proper functioning of committees.
 - Transmitting the newsletter*
 - Transmitting career opportunities and third-party activities*
- f. Organising and offering participation possibilities for activities, in order to meet the goal of the association.
- g. Sending the AttenTie*
- h. Study-related data:
 - Validating whether a member is a student at the University of Twente, in order to carry out an agreement.
 - Determining the voting entitlement of a member for the GMA, in order to conform to the law.

Ends marked with an asterisk are optional.

3. Automated decision making

Astatine does not make decisions based on automated processing of data that can have any consequence for individuals. All decisions are made by relevant committees, the board, and/or the GMA. Automated processing of data can have an influence on the outcome of these decisions.

4. Storage period

After termination, the data will be stored for at least the following periods:

- a. At least fourteen months after the final invoice
- b. Eight months after termination of the membership

Data will be deleted within four months of said periods' expiration. No data will be deleted as long as a member is still indebted to the association or if the member is charged in a committee of Astatine. Financial data will be stored for at least eight years after termination of the membership, due to the fiscal obligation to store this data. The full name and the data generated as a result of membership of a committee will not be deleted for archiving purposes.

Special data, as mentioned in section 1c, will be deleted within two months after the end of the activity for which they have been supplied.

5. Sharing data with third parties

Astatine does not sell personal data to third parties and will only supply data in case this is required to fulfil our processing goals as mentioned in section 2, or when this is required to conform to the law. Astatine signs a processor agreement with third parties that process data from Astatine's members, in order to guarantee the confidentiality of the data of Astatine's members. Astatine has (a) processor agreement(s) with the following party/parties:

- *MailChimp [Annex A]*
- *Inpakservice IJmond [Annex B]*

These processor agreements are available for members on the Webapps → FTP → 'General' → 'Association Documents' → 'Privacy'.

For some activities, such as (study trips), data is shared with third parties. Astatine also signs processor agreements for these activities.

6. Cookies

Astatine uses cookies for its visitors via its digital systems. These cookies are used for the following purposes:

- a. Retaining sessions, to facilitate lasting logins.
- b. Tracking website visits through Wordpress Statistics.

A visitor can disable cookie storage in the settings of their web browser. Information stored in the past can also be removed in the browser settings.

7. Accessing, Changing and Deleting data.

Members have the right to access, change and delete their data. This is possible on the “Profile”-page on the homepage of the Webapps. Furthermore, members have the right to revoke the permission to process their data or to object to the processing of their data by Astatine. This may alter the status of their membership. In addition to this, members have a right to data portability, meaning that Astatine will send all the personal data it has of that member to them. Data can be removed, as long as all processing goals and ends are met.

If a member wants to exercise these rights or has questions and/or remarks regarding the processing of their data, they can make a request by emailing board@astatine.utwente.nl. In this request, clearly indicate what data it concerns, or, in the case of photos, which files it concerns. To verify your identity, Astatine requires the attachment of a copy of a piece of identification, in which the portrait, MRZ (the bar at the bottom of a passport containing text), document number, and citizen service number have been blacked out, in order to safe-guard the member’s privacy. Astatine will reply within four weeks.

Astatine wants to inform that its members have the possibility to file a complaint with the national supervisor, the Autoriteit Persoonsgegevens (Data Protection Authority). This can be done via the website of the DPA: autoriteitpersoonsgegevens.nl/en/.

8. Protection of personal data

Astatine takes the protection of personal data seriously and takes precautions to prevent abuse, loss unauthorised access, undesirable publication and unauthorised changes to all of its data. Examples of such precautions are regular checks of logs, keeping digital systems, anti-virus software and operating systems up-to-date. If a member is under the impression that their data is not being properly protected, and/or that there are indications of abuse, they should contact the admins at itco@astatine.utwente.nl.

9. Changes to the privacy policy

The privacy statement can be changed by the board.

Upon a change of the privacy policy, members will be informed of this change in one of the following ways:

a. An email to their primary email address;