

Privacy statement of S.A Astatine

10-03-2025

0. Introduction

This privacy policy of Study Association Astatine governs the manner in which S.A. Astatine uses, maintains and discloses visitor- and member data.

In this privacy statement the following definitions are used:

<i>Astatine</i>	S.A. Astatine
<i>Website</i>	The website of S.A. Astatine with the address: https://astatine.utwente.nl/
Visitor	Person who visits the website
Member	A person that has a membership at Astatine
<i>Primary member</i>	A member as defined in article 4.1a of the articles of the association and article 4.2 of the domestic regulations. In the member subscription, they are also defined as a “regular member”
<i>Financial data</i>	The IBAN and the SEPA-authorization data
<i>The board</i>	The current board of S.A. Astatine
<i>GMA</i>	General Member Assembly
<i>GDPR</i>	General Data Protection Regulation
<i>Webapps</i>	The digital portal for members of Astatine
<i>Allison</i>	Sign-up environment within the webapps for activities
<i>ASS</i>	Astatine’s internal striping system for snacks
<i>ATtentie</i>	The periodical of Astatine
<i>UT</i>	University of Twente
<i>SNT</i>	Studenten Net Twente

1. (Personal) data Astatine processes

a. *Visitor data*

Astatine processes the following data of its **visitors**:

- The IP address, to guarantee the proper functioning of Astatine’s servers by preventing overload and tracing back technical issues.

- Page visits, for the purpose of WordPress Statistics. See also section 6. No data can be traced to individuals.

Astatine utilizes the Matrix Homeserver service provide by SNT to facilitate secure connections with the website. The processing of personal data via the Matrix service is governed by SNT's privacy policy, which is available here: <https://syscom.utwente.io/info/privacy/matrix/>.

b. **Member data**

Astatine processes the data of its **members** themselves. Including the data mentioned in subsection 1a, Astatine processes the following data of **members**:

1. Full name
2. Personal data:
 - Date of birth
 - Nationality
 - Phone Number
 - UT-mail
 - Personal mail
 - Address
 - Date of subscription membership Astatine
3. Financial data:
 - Bank account number*
4. Study data:
 - Student number
 - Study Programme

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 used internally and externally by 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 of its **members**. This data will be requested upon signing up for said activity via Allison and will be removed within two months after the activity has taken place 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, to facilitate proper safety measures**.
- Copy of passport or ID-card and ID-number, for (study)trips or excursions**.
- Contact details of parents and/or guardian.
- Other specific data necessary to realize said activity

*Ends marked with an asterisk are optional.

** When you subscribe on Allison you agree that this data is processed. This is also indicated in the Allison.

2. **Goals and justifications for processing**

Astatine processes the personal data of **members** for the following ends. Justification on which the processing relies is indicated in [“”] behind the purpose of processing. The justification is based on the six legal bases for processing personal data under the Dutch GDPR, which are:

1. You have the consent of the individual concerned.
2. It is necessary to process the data to execute a contract.
3. It is necessary to process the data because you are legally obligated to do so.
4. It is necessary to process the data to protect vital interests.
5. It is necessary to process the data to perform a task in the public interest or to exercise official authority.
6. It is necessary to process the data to serve your legitimate interests.

Applicable for both **visitors and members**:

- a. *To run and operate our website*
 - We may need your information to display content on the website correctly. [6]
- b. *To improve your service*
 - The information you provide helps us respond to your service requests and support needs more efficiently. [6]
- c. *To personalize user experience*
 - We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our website. [6]
- d. *To improve our website*
 - We may use the feedback you provide to improve our products and services. [1]
- e. *To run a promotion, contest, survey or other website feature*
 - To send you information about topics we think will be of interest to you. [6]

Only applicable for **members** and not visitors:

- f. *To send (periodic) (e)mails*
 - To send information and updates about our services. [6]
 - To respond to your inquiries, questions, and/or other requests. [6]
 - As a primary communication medium, to transmit vital information. [6]
 - For transmitting GMA documents, to conform to the law. [3]
 - Information exchange between committee members, to enable the proper functioning of committees. [6]
 - Transmitting targeted career opportunities, third-party messages and third-party activities***. [6]
 - Transmitting the newsletter*. [1]
- g. *To organise and offer participation possibilities for activities, in order to meet the goal of the association*

- Study program and nationality might be used to inform you about targeted activities. [6]
- h. *To send the ATtentie**
 - Your address may be used to send the ATtentie. [1]
- i. *To validate if a **member** is a student at the University of Twente and a primary **member***
 - To carry out an agreement, and to determine the voting entitlement of a **member** for the GMA, in order to conform to the law. [2],[3]
- j. *Displaying information on public internal screens, the website and the ATtentie*
 - We may use personal information, such as names and birthdates, to display information on public screens within the association. Additionally, statistics about ASS purchases may be shared. Individuals can at all times choose to stop disclosing this information by contacting the association. [1]
- k. *To ensure the effective functioning of the association and comply with legal and contractual obligations*
 - We may use personal data to maintain the **member** administration, verify age to meet legal requirements, collect contributions in order to carry out an agreement, and manage the collection of internal balances. [2]

*Ends marked with an asterisk are optional.

** When you subscribe on Allison you agree that this data is processed. This is also indicated in the Allison.

***Study program data will be used to tailor and target messages.

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 inform these decisions.

4. Storage period

When a **member** cancels their membership, personal data and study data, as mentioned in section 1, will be stored for at least the following periods:

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

Personal- and study 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. It is a **member's** own responsibility to check if they are still charged in a committee and they can ask the board at any time to be discharged.

Financial data will be stored for at least **seven 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 in a committee will not be deleted for archiving purposes.

Exceptional and/or sensitive personal 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.

Exceptional and/or sensitive personal data as defined in section 1, may be shared if the data is required for the completion of an activity or the goal of Astatine. This includes sharing said data with third parties, for which processor agreements will be signed. If this is the case it will be indicated in the Allisson corresponding to the activity. The data may not be sold to third parties.

Astatine signs or thoroughly checks processors agreements 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 agreements(s) with the following party/parties:

- *MailChimp*
- *Brevo*

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

6. Cookies

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

- a. Retaining session, 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 secretary@astatine.utwente.nl. In this request, 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, to safeguard the **member's** privacy. Astatine will reply to the request within four weeks.

Astatine wants to inform its **members and visitors** that they can 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 unauthorized access, alteration, disclosure or destruction of your personal information. Next to protecting your username, password, transaction information and data stored on our server. Examples of such precautions are regular checks of logs, keeping digital archives, 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 board member responsible at secretary@astatine.utwente.nl.

9. Changes to the privacy policy

Astatine has the discretion to update this privacy policy at any time. Upon a change in the privacy policy, **members** will be informed of this change in one of the following ways:

- a. An email to their primary email address
- b. A notification on the main page of our website and webapps

We encourage you to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

10. Your acceptance of these terms and conditions

By visiting the website, you signify your acceptance of this policy regarding **visitors**. By signing up as a **member** of Astatine, you signify your acceptance of this policy both regarding **visitors and members**. If you do not agree to this policy, please do not sign up as a **member** or visit the site.

11. Contacting us

If you have any questions about this Privacy Policy, please contact us at: secretary@astatine.utwente.nl

This document was last updated on March 10th , 2025