1 Introduction

This privacy statement will clarify which data Study Association Sticky (from now on referred to as: Sticky) processes, and how this is done. Should you have any questions, then you can always approach a board member or send an email to privacy@svsticky.nl.

1.1 Contact Details

Study Association Sticky
Princetonaan 5, room 2.81
3584CC Utrecht
[privacy@svsticky.nl]
www.svsticky.nl
KvK: 30220729, Utrecht

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2 General information

Sticky collects the following information for registration via intro.svsticky.nl:

- Full name
- Date of birth
- Home address
- Phone number
- Email address
- Student number
- Study/studies

Additionally, Sticky has access to the IBAN code of anyone who makes a payment to Sticky.

Underneath, an explanation will be given with regards to the purpose of storing the aforementioned data.

2.1 Basic data

Sticky requires some basic data of each member. These are a member’s name, date of birth, home address, phone number and email address. This data is necessary in order to come into contact with members, for example if a payment needs to be made by a member. Your email address is used for communication from Sticky to you, such as for announcements or invitations for the general assemblies, information and payment reminders for activities you might be signed
up for via Sticky’s member administration system (Koala), where your email is also used as a login.

Also, after you explicit consent, our weekly newsletter and mails from our partners (such as companies and other organisations) will be sent to your email address. Your email address will not be handed over to our partners without your explicit consent (each time this is requested), and these partners don’t have access to your data. Emails you receive from our partners are always sent by Sticky itself. You can unsubscribe from any of our mailing lists at all times using the link provided at the bottom of each email we send out.

Your date of birth is needed in case any event requires its attendees to be of a certain age (like activities where alcohol will be served to attendees).

2.2 Eligibility for membership

Sticky periodically checks whether a member is still eligible for membership of the association, as stated in the Huishoudelijke Reglement (document only available in Dutch). Your student number and study/studies are needed to confirm this.

3 Specific Information

3.1 Events

Koala registers who has registered for an event. These lists are public for members of the association until the event has taken place, so members interested in the event can see who else will be attending. This will speed up registration for activities, since members can check whether people they know will be attending. The price that an attendee for an event is required to pay can only be viewed by the attendee in question and the board members.

Sometimes extra information is required when signing up for an event, such as dietary preferences. This data will be shared only with the committee organising the event, and if this extra information contains sensitive data, like medical information, then the data will be anonymized. Such sensitive data will be deleted 14 days after the event has taken place.

3.2 Interaction with Mongoose

Members can use any card (such as a bank card) containing an NFC or RFID-chip to register at the Mongoose Terminal. The identifier of the chip will be stored, in order to link the physical card with a digital Koala-account. Additionally we register each Mongoose purchase made by all members. This is done so that a proper transaction log can be made, which is necessary for financial administration purposes. This means that board members can see which products are sold, and that they can determine whether the Mongoose has turned a profit or a loss. This helps us adjust the prices in such a way that no profit or loss results from the sale of Mongoose products.
3.3 Photos
Photos will occasionally be taken at events. These will be uploaded to the Sticky website and can only be accessed by members. These photos provide an insight into the culture of Sticky and helps to capture memories. There are also situations where the board or other members will want to share photos publicly, for example on our website. In this case, any identifiable member in the photo will be asked explicitly whether they agree with this. Members also reserve the right to request the deletion of any photo where they can be identified. This will be done within a week after the request has been made.

4 Access to data

4.1 Board
The board has full access to the member administration of Sticky. After the kbALV, a special general assembly where it will be determined whether the candidate board can be trained to become the new board members, the candidate board members will also have access to these systems.

4.2 IT-Crowd
The IT-Crowd is a committee which handles system administration. The members of this committee have access to Sticky’s own systems in order to maintain these. Each committee member has signed a declaration of intent. These declarations serve to ensure that no committee member will abuse their access rights. This declaration can be found in the appendix.

4.3 Kascommissie
The Kascommissie is a committee responsible for overseeing the board’s treasurer. In order to do this effectively, they need access to all financial data, including payments made by members. When the personal details of a member are deleted, a payment can no longer be traced back to an individual. The way personal data is deleted, is explained under the section Storage of personal information.

4.4 Advisory board
The advisory board is a group of individuals who advise the board about running the association. Its members have access to the minutes of board meetings. These minutes might contain names of members of the association to provide context to a description of a certain situation. The advisory board is under obligation to keep personal information a secret, and is not allowed to share the content of any minutes, either.

4.5 Third parties
We use services provided by third parties. Underneath you will find a list of each third party whose services we use regularly. An agreement between Sticky
and any third party regarding the handling of personal data is always made, to guarantee that these partners use the data Sticky provides them responsibly. All third parties are also GDPR compliant.

4.5.1 Mailchimp

We use Mailchimp to send emails to members, such as invitations to general assemblies, our weekly newsletter and mails from our partners. After your explicit consent, your email, name, and study will be processed in Mailchimp.

4.5.2 Google Services

We use Google Services for emails, calendars and storage of files. Each committee has a mailinglist in Google Admin so that Google Drive folders can be easily shared with each committee member. The email addresses in these lists can only be accessed by board members. Furthermore, some personal details might be present in minutes made during board or committee meetings.

4.5.3 Exact Netherlands B.V.

We share financial information with Exact Netherlands B.V. for accountancy purposes. Financial data such as payments for activities will be stored within Exact, along with the name and IBAN of the individual who made the payment, so that it can be traced back to a specific member. This allows the board to check which members have paid for an event, and which members haven’t.

4.5.4 Digital Ocean

We rent a server at Digital Ocean where our websites and Koala are hosted. This is where all personal details are stored. All photos are also stored on Digital Ocean servers.

4.5.5 Mailgun

We use Mailgun to send emails to attendees of events in case an announcement needs to be made, or a request to pay for the activity has to be sent out. To send these emails, Mailgun requires access to names and email addresses of the attendees in question.

4.5.6 Zapier

Zapier is a program which automatically notifies the board about Mailgun errors. This only happens in case an email is not delivered, and an error message only contains the email address to which an email could not be delivered.

4.5.7 Amazon Web Services

Amazon Web Services is used as an archive for data stored on Digital Ocean.
5 Storage of personal data

After your studies, your personal data will not be deleted straight away. You reserve the right to request deletion of your personal data at any time. After a deletion request, your data will be deleted after no more than two months. Financial data is always stored for a minimum of seven years in compliance with Dutch law.

6 Your privacy rights

As a member you have the following rights:

• Right of access by the data subject
• Right to rectification
• Right to erasure
• Right to restriction of processing
• Right to data portability
• Right to object

For more information, you can consult [this website]. Should you want to use one of your rights, then you can always send an email to privacy@svsticky.nl.
7 Appendix

7.1 Declaration of Intent IT-Crowd (only available in Dutch)

Intentieovereenkomst serverbeheer

Studievereniging Sticky
en

............... (hierna te noemen: commissielid)

Komen overeen tot de volgende intenties aangaande het serverbeheer bij Studievereniging Sticky.

0. Het commissielid krijgt toegang tot de servers van Studievereniging Sticky (hierna te noemen: servers) en alle data die daarop opgeslagen is.
1. Het commissielid mag data afkomstig van de servers, welke niet openbaar beschikbaar is, of mogelijke kopieën daarvan (hierna te noemen: data), niet delen met mensen die niet rechtmatig toegang hebben tot deze data (hierna te noemen: derden).
2. Het commissielid mag niet intentioneel de integriteit van de data aantasten of derden er intentioneel toe in staat stellen de integriteit van de data aan te tasten.
3. Het commissielid zal alle schade vergoeden die hij/zij veroorzaakt door het zich niet houden aan punten 1 of 2 van deze overeenkomst, mits dit door Studievereniging Sticky kan worden aangetoond.
4. Bij beëindiging van het lidmaatschap van het commissielid van de serverbeheer-commissie, zal het commissielid zichzelf de toegang ontzeggen tot de data.

Getekend door,

............... 
Datum: .............
Handtekening:

............... namens Studievereniging Sticky
Datum: .............
Handtekening:

............... namens Studievereniging Sticky
Datum: .............
Handtekening: