

Privacy agreement, English translation of the Dutch version of 12-09-2022

1 Dutch version

This document is a translation of the Dutch document. It is only meant to be informative, and no rights can be lent to this document except where it agrees with the Dutch version.

2 What is S.V. Marie Curie?

S.V. Marie Curie is the Study-association for Physics and Astronomy, seated in Nijmegen.

S.V. Marie Curie is registered in the Chamber of Commerce (Kamer van Koophandel KVK) with the KVK-number 40146152.

3 What information does S.V. Marie Curie need from it's members

Members will be used to refer to all members, honorary members, contributors and reunionist in this document. We ask the following personal information from our members:

- **First name, last name and initials***. To be able to properly refer to members and properly identify them we require access to their name and initials.
- **Date of birth** During our drinks we offer alcoholic beverages. We therefore need to know if our members are older then 18. We therefore need access to the date of birth of all of our members. The date of birth, name and photo of all members that are underage can therefore be seen by all committee-members. If a member sets their date of birth as public on the site of S.V. Marie Curie (www.marie-curie.nl), it will be used for the birthday calendar on the site.
- **Student-number*** (Only for student-members). The university supports our association with the condition that a certain percentage of our members study at Radboud University. The S-number of a student, combined

with their name, can therefore be given to Radboud University. This is necessary to keep access to the financial contribution of the Radboud University. Our articles of association also require someone to be a student (or employee) to become a student member (or employee member). To check this we need student-numbers. Without a student-number you can not become a student member.

- **Starting year of your study*** (Only for student-members). We ask our members to share the year they start their study. This allows us to contact specific years for activities meant only for a certain year, or to contact them with announcements specific to their year. This can be thinks like messages from sponsors meant for a specific year of students. If a member does not put this information as private on the site it will be used to order the memberlist.
- **Starting year of membership.** The date you start your member ship is necessary so that we can check how long you have been a member of S.V. Marie Curie. This is necessary to know if you have the right to be a reunionist, since this is bound to the length of your membership. One cannot become a reunionist if this information is not available.
- **E-mailaddress*.** We use e-mail to contact our members about what is going on in the association, and use e-mail to inform members of upcoming general member assemblies. We can also use your e-mail to sent messages from sponsors. The sponsors will never get access to the e-mailaddresses of members.
- **Science-username.** (Only from members and contributors) We ask the Science-username of our members. This username is then used as the username for your account on the S.V. Marie Curie site. We also use this information to allow access to certain folders in the disk from the department for Computer and Communication (C&CZ) of the FNWI and for making mailinglists for committees. If a member does not have a science-username, or does not want to share it, a generic username is produced for accessing the site.
- **Address and phone number of the parents/guardians of the members and of members.** It is useful to have access to the phone number of the parents/guardians of our members to contact them in case of emergencies. We can also sent the association magazine to the home address. The home address of your parents/guardians is also used to send mail regarding the parentsday, and to send the association magazine if you are studying abroad.
- **Membership of committees.** Membership of committees of S.V. Marie Curie are shown on the site. You can contact the board if you object to this. Knowing which people are in which committee is necessary in order

to give access to folders on the disk of C&CZ and to produce mailinglists for the committees.

- **Status of (previous) membership, employee member or contributor***. This information is also necessary for the previously mentioned financial contributions of the Radboud University. This information is also necessary to be certain if a person has a vote during the general members assembly. We also need this information to know the necessary contribution the member needs to pay.
- **IBAN-number**. If a member has a transaction through the bank we save their IBAN. Financial data is only kept in accordance to the articles of the association and all legal obligations.
- **Passport photo*** (Only necessary for underage members). For underage members a photo is required, since this is used to identify them when selling drinks. As stated above the photo, date of birth and name of all underage members is therefore accessible to committee members. For adult members the photo can be used to identify and or approach members. This can be done as necessary by the board.

**: required for the specified group. If no group is specified this information is required from all members*

4 Explanation

The data stated above, with an exception given for financial data, can be kept for up to 2 years after the end of your membership. This is because it is possible for situations to arise where the information of previous members is necessary.

All data is kept on a server of S.V. Marie Curie, which is run by the websitecommittee. This data is also stored on encrypted back-ups that are made daily by the websitecommittee. The websitecommittee ensures that the software of this server stays up to date. Members of the websitecommittee, and all other members of committees, sign a confidentiality agreement. This is done to ensure the privacy of our members. Personal information is also kept in a storage system run by the C&CZ of the FNWI of Radboud University. A processing agreement with C&CZ is used to ensure the privacy of our members. We also use a processing agreement for Conscribo, which is the accounting system used by S.V. Marie Curie. No private information is shared with other third parties without first asking for the permission of all members whos information would be shared.

Committees can also get personal information, for example through a registration list for an activity. All members of committee have signed a confidentiality agreement to ensure this data is also kept safe. Committee members can also

sent messages to members through the board and the websitecommittee to general groups of members (for example: all first and second years for a parentday), which means the committeemembers do not get access to e-mailaddresses.

Sometimes an activity requires additional personal information. For example, a trip can require a copy of your passport or ID-card. Another example is allergy information for an activity that includes a meal. This additional information is kept for no longer than one month after the end of said activity.

5 How does S.V. Marie Curie protect your personal information

S.V. Marie Curie carefully takes care of your personal data. No third parties, other than the ones stated before, will get your conformation without your express consent. Your personal information is stored on a server, in the accounting system, in the archive and/or in the locked boardcupboard. The board and the websitecommitte have access to the information on the server. Only the board has access to the boardcupboard and the archive. The financial audit committee and treasurer have access to financially important personal data, including the information stored on the accounting system. The boardmembers of S.V. Marie Curie, except for the secretary and treasurer, declare in a confidentiality agreement to not look at personal data on the server. Force majeure can cause us to temporarily allow other board members access to this information.

6 Key policy

The keys for the cupboards containing personal information are only given to board members. These keys for these cupboards will not be lent to others.

7 How much of my personal information is public

The personal information given in point 2 can be set to public on our site by members. In this case public means accessible for all people that are logged in to the site. Most information is kept private if no action is taken by the member. The exception to this are the name, status of (previous) membership, employee or contributor and the starting year of the study. This information can be made private by the member itself. It is also standard to share who is part of a committee. This can be made private by contacting the board.

We have a specific agreement for photo's and videos made during activities. These can be found on the site.

Consent will be asked before sharing the name and or information of members in news send out by the association, regardless of the receivers of the news (members or third parties).

The association magazine, the Impuls, is sent out to other Dutch physics study-associations and to members of the umbrella-association Olympus. The Impuls is also accessible in the Southcanteen. This means people that enter the Southcanteen have access to all information in the Impuls. The Impuls can also incidentally be sent to sponsors. This means that any personal information given in the Impuls (due to personally publishing something in the Impuls) can be accessed by the parties stated above.

When objecting to individual publications of recordings and or personal information a member can use their right to object. More about this right can be found in the section "What rights with regards to personal information due members have?". Anyone involved can contact the board by mail using the following address: bestuur@marie-curie.nl. The board will then contact that person to find a suitable solution. While a solution is not found the publication will be withdrawn if that is possible.

What rights with regards to personal information due members have?

Members have the following rights with regards to their personal information:

- The right of data portability. This means that members have the right to receive all personal information kept by the association. This can be done by asking for a turn out of an overview of all personal information.
- The right to access their personal information. Members can see an overview of all information kept by the association on the site. To know the IBAN number one can contact the treasurer.
- The right of oblivion. Members have the right to ask the association to delete their personal information in accordance with legal requirements. This can be done by mailing bestuur@marie-curie.nl
- The right of rectification and addition of personal information. Members can rectify and add personal information when logged into the site.
- The right of restricting the processing of personal information. This means that the association cannot and may not process personal information in certain situations. One of these situations is if the member objects to the given situation in accordance with legal requirements.
- The right of connection to automated decision-making and profiling. This means that members have the right to let a decision be evaluated when an automatic decision has been made with regard to a members personal information. This is unlikely to happen within our association.

- The right to object. This means members can object to the processing of their personal information. This can be done by contacting the board at bestuur@marie-curie.nl
- The right of clear information with regards to personal information. This means the association should be clear about the personal information they keep and process. This includes how and when personal information is processed, which is explained in this document and the photo policy (fotobeleid) found on the site. Extra information can be asked for by mailing to bestuur@marie-curie.nl.
- The right to lodge a complaint with the relevant privacy officer.

8 Can this privacy agreement be changed?

This privacy agreement can be changed. Members will be informed by email of any changes at least two weeks before the changes take effect. Objection to changes can be done in these two weeks.

This agreement is binding without prejudice to textual mistakes and legal requirements. The Dutch version of this document is always leading.

9 Questions

Questions about the privacy agreement can be asked by mailing the board at the following e-mailadress: bestuur@marie-curie.nl. The board will appoint a privacy officer. The privacy officer of the year can be found in the policy plan of the board of that year, which can be found under documents when logged into the site.