

# Privacy statement, version 27-07-2020

In case of discrepancy between the two versions the Dutch “privacy verklaring” shall prevail.

## 1 What is S.V. Marie Curie?

S.V. Marie Curie is the study association for Physics and Astronomy, located in Nijmegen.

S.V. Marie Curie is registered with the Dutch Chamber of Commerce under Chamber of Commerce number 40146152.

## 2 What information does S.V. Marie Curie require from members?

Here, and in the rest of this document, “members” are defined as members, honorary members, benefactors and reunionists. We request the following personal data from our members:

- **First name, last name, insertions and initials\***. In order to address members correctly and/or help them identify themselves, we need our members’ first name, last name, insertions and initials.
- **Birthday\***. Because we serve alcohol during social gatherings, it is important to know whether members are above the age of 18. For this purpose we ask our members for their birthday. The name, date of birth and passport photo of a member younger than 18 years old can therefore be viewed by any committee member. If a member decides to publicly display their date of birth on the S.V. Marie Curie site ([www.marie-curie.nl](http://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 on condition that a sufficient number of our members are students at Radboud University. A student number, in combination with a name, can be provided to Radboud University. This is necessary in order to be eligible for financial support from the Radboud University. Furthermore, according to the statutes of S.V. Marie Curie, one has to be a student (or staff member) in order to become a student member (or professor member). To check this we ask for

student numbers. Without a student number you cannot become a student member.

- **First year of study\*** (only for student members). We require our members to provide the beginning year of their studies. This gives us the ability to contact individual years for activities or announcements that are year specific. For instance, sponsors can have emails sent to a specific year. If a member does not hide this information on the website, it will also be used for organisation on the website.
- **Starting year of membership.** The moment of registration is necessary so that we can trace in which year a person became a member of S.V. Marie Curie. This enables us to determine whether someone is entitled to becoming a reunionist, which is bound to a minimum duration of membership. If a member lacks this information, this member cannot become a reunionist.
- **E-mail\*.** By means of e-mails, we keep our members informed of the news within the association and invitations to, for example, General Meetings of Members. In addition, sponsors can have sponsored e-mails sent to our members' e-mail addresses. The sponsors themselves never receive the e-mail addresses of our members.
- **Science-login name** (only for student members and benefactors). We ask our members for their Science login name. This information enables us to match the login name to the S.V. Marie Curie website. It is also used when assigning rights to certain folders on the computer system of the Computer and Communication Affairs Department (C&CZ) of the FNWI and when making mailing lists for committees. If a member does not have a science login name or does not wish to share one, a generic login name is created for this person for the Marie Curie website.
- **Address and telephone number of members and/or their legal guardians.** It is convenient if we also have the address and telephone number of our members and/or their legal guardians so that we can contact them in case of emergencies. Furthermore, the association magazine, the Impuls, can be sent to the member's home (in certain cases) if requested. The addresses can also be used to send letters for parents day, or to send Impulses if you study abroad for some time. The contact details of legal guardians can also be used in case of emergencies.
- **Membership of committees.** When someone is a member of a committee of S.V. Marie Curie, this is shown publicly on the site. If

there are objections against this, this can be reported to the board. The information regarding who is in which committee is necessary for assigning rights to certain folders on the computer system of C&CZ and for making mailing lists for committees.

- **Status as a (former) student, employee or benefactor\***. The status is, as mentioned above, necessary to apply for financial support from the Radboud University. It is also necessary to determine who is entitled to vote at a General Meeting of Members, in accordance with the statutes of S.V. Marie Curie. This status is also required to determine how much contribution a member has to pay.
- **Bank account number**. If a member is involved in transferring money through a bank, we will store their account number. Financial data will be retained for a period of time in accordance with the statutes of S.V. Marie Curie and legal obligations.
- **Photo\*** (only necessary for minors). Members under 18 years of age are required to have a passport photo so that they can be recognised if they try to buy alcoholic beverages. As mentioned above, this photo, together with the name and date of birth, may be viewed by authorised committee members. These are committee members who sell and/or serve alcohol. For members aged 18 and over, the passport photo will be used to identify and/or address the member if deemed necessary by the board.

*\*: mandatory for the specified category. If no category is specified, it applies to everyone.*

## Explanation

The data above, with the exception of financial data, shall be kept for two years after termination of membership. There may be matters in which the terminated member is still involved. For this reason, it is necessary that this member can be contacted.

We keep all these personal data on a server of S.V. Marie Curie, which is managed by the website committee. In addition, the data is stored on encrypted back-ups made by the website committee on a daily basis. The website committee ensures that the software for this server remains up-to-date. The members of the website committee, like all other committee members, sign a declaration of confidentiality. With this, the privacy of our members is

guaranteed. Personal data is also stored in a file system managed by C&CZ of the FNWI of Radboud University. There is a data processing agreement with C&CZ, which ensures the privacy. This also applies to a data processing agreement with Conscribo, the accounting program used by S.V. Marie Curie. No personal data is shared with third parties except when the members, whose data is shared, have given permission to do so beforehand.

In addition, committees may collect data from members themselves, for example by means of a registration list for an activity. As mentioned, they sign a declaration of confidentiality which guarantees privacy. They can also have the board or the website committee send messages to a general group of members (for instance first and second year studentmembers for the parents' day), so that the committees themselves cannot see these (e-mail) addresses.

It is therefore possible that, in order to participate in an activity, additional personal data may be required. For example, when participating in a trip, a copy of your passport or ID-card may be requested. Another example is the request for allergies when participating in an activity where a meal will be cooked. These personal data are deleted at the latest one month after the completion of the said activity.

### **3 How does S.V. Marie Curie protect personal data?**

S.V. Marie Curie processes personal data in a careful manner. Without explicit permission, S.V. Marie Curie will not provide personal data to third parties, except for the third parties mentioned in this statement. We save the personal data on a server, in the accounting programme, the archives and/or in the board cabinet. The board and the website committee have access to all personal data on the server. Only the board has access to the board cabinets and the archive. The cash audit committee and the treasurer have the possibility to see financial personal data, including the data in the accounting programme. The board members of S.V. Marie Curie, with the exception of the secretary and the treasurer, sign a declaration of confidentiality stating that they will not access the personal data on the server. If by reason of force majeure, this may be deviated from.

### 3.1 Key policy

The cabinets in which personal data is kept are accessible only to the board. The keys for the cabinets in question are not lent out by board members.

## 4 To which extent are the personal data public?

The data mentioned in point 2 can be made public on the site by the member themselves. Here, “public” is defined as visible for all logged-in users. Initially, most of the data is hidden. The exceptions to this are the name, the status of (former) student, employee or benefactor and the starting year of study. These details can be hidden by the member themselves. It is also published initially who is in which committee. If this is not desired, it can be adjusted by the board.

There are separate rules for taking and publishing photos and other types of recordings during the association’s activities. These can be found in the photo policy.

In the communication of the association, both internally as well as to third parties, permission will first be requested from a member before their name and/or personal data is published.

The magazine of the association, the Impuls, is sent to other Dutch physics study associations and members of umbrella association Olympus. The Impuls is also placed in one of the student canteens, namely the Zuidkantine. Users of the Zuidkantine have access to the contents of the magazine. The Impuls is occasionally sent to sponsors. Any personal data that may be mentioned in it as a result of your own publication will thus also reach the said parties.

If a member objects to individual publications of recordings and/or personal data, they can make use of the right to appeal, on which more information can be found in the section on the rights of members. The objector can contact the board by sending an email to the following email address: [bestuur@marie-curie.nl](mailto:bestuur@marie-curie.nl). The board will then contact the objector and look for an appropriate solution in consultation. Until a decision is made, the publication in question will be withdrawn if possible.

## 5 What rights do members have regarding the protection of personal data?

Members have various rights concerning their personal data:

- The right to data portability. This means that members have the right to receive their own personal data stored by the association. This can be done by means of a printout with an overview of their personal data.
- The right to inspect their personal data. An overview of which personal data S.V. Marie Curie has of a member can be seen by the member on the website. If the bank account number of a member is known to the association, data concerning this can be requested from the treasurer.
- The right to oblivion. This means that the member has the right to have their own personal data, stored by the association, deleted in accordance with the law. This can be done by sending an email to [bestuur@marie-curie.nl](mailto:bestuur@marie-curie.nl).
- The right to have their personal data rectified and corrected. This can also be done by the member when logged in to the site.
- The right to the restriction of processing. This means that the association is not allowed to process personal data in certain situations. One of these situations is if a member objects to a specific processing, in accordance with the law.
- The right with regard to automated decision making and profiling. This means that a member has the right to have a certain decision evaluated when an automated decision is made concerning their personal data. In this association, such a situation will most likely not occur.
- The right to object. This means that members have the right to object to the processing of their personal data. This can be done by sending an email to the following email address: [bestuur@marie-curie.nl](mailto:bestuur@marie-curie.nl).
- The right to clear information regarding the processing of personal data. This means that the association must provide clarity regarding the processing of personal data. How the association processes personal data and which data is processed, is described in this privacy statement and the corresponding photo policy. Additional clarification can be requested by sending an email to the following email address: [bestuur@marie-curie.nl](mailto:bestuur@marie-curie.nl).

- The right to put in a complaint with our *privacyverantwoordelijke*, which is the board member responsible for privacy.

## 6 Can this privacy statement be amended?

This privacy statement is subject to change. Members will be informed by e-mail at least two weeks before the changes take effect. Objections to the changes can be made within these two weeks.

This statement is subject to textual errors and legal provisions.

## 7 Questions

If you have any questions about this privacy statement, please send an e-mail to the board using the following e-mail address: [bestuur@marie-curie.nl](mailto:bestuur@marie-curie.nl). A *privacyverantwoordelijke*, which is the board member responsible for privacy, has been appointed within the board. Who this is in a particular year is stated in the policy plan for that year and can also be found on the website.