

Privacy Policy

Last edit: 17-05-2019

S.D.V. Chassé cares about the protection of your personal information. In this privacy policy we give you clear and transparent information about what we do with your personal information.

We will do our best to respect your privacy and will take care of the information you give us. S.D.V. Chassé will follow the rules of applicable laws and regulations, including the General Data Protection Regulation (GDPR) (In Dutch: Algemene verordening gegevensbescherming (AVG)). This means that we will at least do the following:

- ◇ Use your personal information in accordance with the agreed goals, which are written in the privacy policy;
- ◇ The personal information is limited to only the information that is needed for these goals;
- ◇ We will ask for explicit consent when needed for processing of personal information;
- ◇ Fitting technical and organizational measures so the security of your information is guaranteed;
- ◇ No personal information will be given to third parties, unless it is necessary for the agreed goals;
- ◇ Being aware of your rights looking at personal information, point this out to you and respect them.

As S.D.V. Chassé we are responsible for the processing of your personal information. If you, after reading of our privacy policy, or in general, have questions, you can get in contact with us via the contact information at the end of this document.

Processing of personal information for members

Personal information of members will be processed by S.D.V. Chassé for the following goals:

- ◇ Administration of members;
- ◇ Direct Debits (e.g. Association fee);
- ◇ Information provision;
- ◇ Invitations for events;
- ◇ Providing information through a newsletter.

The source for the personal information is:

- ◇ Registration form;
- ◇ Authorization form;
- ◇ *Your registration on DMS**.

For these goals S.D.V. Chassé can ask the following personal information from you:

- ◇ First name;
- ◇ Initials;
- ◇ Last name;
- ◇ Phone number;
- ◇ E-mail address;
- ◇ *Birth date;*
- ◇ *Gender;*
- ◇ *Street and house number;*
- ◇ *Zipcode;*
- ◇ *City;*
- ◇ *Country*
- ◇ *Date of DMS registration;*
- ◇ *Union Card/Campus Card number*
- ◇ *Study;*
- ◇ *Member type: student, employee, or non-student;*
- ◇ *Other DMS subscriptions;*
- ◇ Bank account number;
- ◇ BIC (only when a member has not a Dutch bank account);
- ◇ Signature.

** The information in italics is what S.D.V. Chassé receives from DMS. We have no influence on the type of personal information we receive from DMS.*

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ During the time-span of this agreement and maximum of two years afterwards;
- ◇ Only for financial administration the information will be held for seven years.

Processing of personal information for promotion

Personal information of members will be processed by S.D.V. Chassé for the following promotional goals:

- ◇ Promotion on our social media platforms (Facebook, Instagram, YouTube);
- ◇ Promotion on our website;
- ◇ Promotion material for open lessons and performances;
- ◇ External promotion for S.D.V. Chassé (e.g. Student Union and Apollo).

The source for the personal information is:

- ◇ Pictures made during performances, activities, and lessons;
- ◇ Videos made during performances, activities, and lessons.

For these goals S.D.V. Chassé can acquire the following personal information from you:

- ◇ Pictures;
- ◇ Videos.

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ The pictures and videos will be retained indefinitely. On request pictures and videos can be removed.

Processing of personal information of volunteers

Volunteers are everyone that contributes or helps S.D.V. Chassé. This includes committee members, the advisory board, and the financial auditing committee. This excludes the board, which will be mentioned later on. Generally, volunteers are members of the association, with the exception of the Advisory Board. In the Advisory board can also exist partly out of externals. Furthermore, volunteers have signed a confidentiality statement.

Personal information of volunteers will be processed by S.D.V. Chassé for the following goals:

- ◇ Information provision;
- ◇ Administration.

The source for the personal information is:

- ◇ Volunteer form

For these goals S.D.V. Chassé can ask the following personal information from you:

- ◇ First name;
- ◇ Initials;
- ◇ Last name;
- ◇ Phone number;
- ◇ E-mail address.

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ During the time-span of this agreement and a maximum of two years afterwards.

Processing of personal information of board

The board consist of members that arrange all the things going on for S.D.V. Chassé for one year. Board members are also regarded as volunteers, although additional information can be required of them in the name of S.D.V. Chassé.

Personal information of volunteers will be processed by S.D.V. Chassé for the following goals:

- ◇ Administration within S.D.V. Chassé;
- ◇ Administration at official institutions (e.g. Kamer van Koophandel, bank);
- ◇ Activism funds.

The source for the personal information is:

- ◇ Provided by the board themselves.

For these goals S.D.V. Chassé can ask the following personal information from you:

- ◇ First name;
- ◇ Initials;
- ◇ Last name;
- ◇ Phone number;
- ◇ E-mail address;
- ◇ Birth date;
- ◇ Citizen service number (Dutch: BSN);
- ◇ Copy of identification card or passport;
- ◇ Student number.

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ During the time-span of this agreement and a maximum of two years afterwards;
- ◇ First name, initials, last name and e-mail address will be kept for historical and administration purposes, and possible reunions.

Donating Members

Donating members are willing to financially support the association and are member of S.D.V. Chassé or have been in the past.

Personal information of members will be processed by S.D.V. Chassé for the following goals:

- ◇ Collect the donation;
- ◇ Provide information.

The source for the personal information is:

- ◇ Email, volunteering to donate;
- ◇ Authorization Form for Direct Debits.

For these goals S.D.V. Chassé can ask the following personal information from you:

- ◇ First name;
- ◇ Initials;
- ◇ Last name;
- ◇ E-mail address;
- ◇ Bank account number;
- ◇ BIC (only when a member has not a Dutch bank account).

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ During the time-span of this agreement and maximum of two years afterwards;
- ◇ Only for financial administration the information will be held for seven years.

Donators

Donators are willing to financially support S.D.V. Chassé.

Personal information of members will be processed by S.D.V. Chassé for the following goals:

- ◇ Collect the donation;
- ◇ Provide information.

The source for the personal information is:

- ◇ Donators contract.

For these goals S.D.V. Chassé can ask the following personal information from you:

- ◇ First name;
- ◇ Initials;
- ◇ Last name;
- ◇ E-mail address;
- ◇ Bank account number.

The personal information will be retained by S.D.V. Chassé for the following time-period:

- ◇ During the time-span of this agreement and maximum of two years afterwards;
- ◇ Only for financial administration the information will be held for seven years.

Provision to third parties

The information that you give, can be provided to third parties when necessary for the completion of the goals written below.

The information will be processed for the following goals:

- ◇ The website;
- ◇ Member administration;
- ◇ Financial administration;
- ◇ Providing newsletters;
- ◇ Social media.

We will not give your information to other parties, unless we are legally obligated to and it is allowed. Additionally we can share personal information with third parties when you give us written approval.

Inside the EU

We don't provide personal information to parties that are outside of the EU.

Minors

We only process personal information of minors (people under the age of 16) when written information is given by the parent, caretaker, or legal representative.

Storage period

S.D.V. Chassé contains personal information no longer than necessary for the goals it was given for, or what is legally necessary.

Security

We do our best to store your personal information safely. We have taken the following technical and organisational measures to protect our personal information against wrongful processing:

- ◇ Every individual of S.D.V. Chassé who has access to this information, is obligated not to share this information unless required for reasons stated in this document;
- ◇ We use usernames and passwords for all of our systems;
- ◇ When needed, we can pseudonymized and encrypt personal information;
- ◇ We make back-ups of personal information so they can be recovered when there is a technical or physical incident;
- ◇ We evaluate our measures regularly;
- ◇ Our employees and volunteers are informed about the importance of the protection of personal information.

Rights about your information

You have the right to look into, rectification of and removal of your personal information that we have received from you. Moreover, you can object to how we process your personal information (or a part of this). You also have the right to ask us to transfer your personal information to yourself or another party. We can ask you to identify yourself before we comply with the above mentioned requests.

When we have your permission to process our personal information, you always the right to withdraw this permission.

Complaints

If you have a complaint about the way we process your personal information, we ask you to contact us immediately. Then, we hope to solve the complaint together. Next to this, you always have the right to file a complaint with the Autoriteit Persoonsgegevens (Dutch Data Protection Authority), they are the supervisory authority in the field of privacy protection.

Questions

If you have any questions after reading this, please contact us using the information below.

Contact information

Studenten Dans Vereniging Chassé - S.D.V. Chassé

Veldmaat 5

7522 NM

Enschede

bestuur@sdvchasse.utwente.nl