

## **PRIVACY POLICY**

This is the privacy policy of C.T.S.G. Alembic, established in Enschede and registered in the ‘Kamer van Koophandel’ at number 40073459 (shortened: “Alembic”). This privacy policy describes which personal data Alembic collects and for which purposes this personal data is used.



# **C.T.S.G. Alembic**

## **EST. 1965**

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## 1. USE OF PERSONAL DATA

1.1 Alembic asks personal data from you if you:

- (a) Become a member of C.T.S.G. Alembic.

1.2 Alembic collects the following data from you:

- (a) name;
- (b) adress;
- (c) e-mailadress;
- (d) telephone number;
- (e) age;
- (f) gender;
- (g) bankaccountnumber (IBAN);
- (h) which year you started studying;
- (i) student number;
- (j) International student (yes/no);
- (k) Masterstudent (yes/no);
- (l) (old)-Boardmember (yes/no);
- (m) which committee(s) you have participated in;
- (n) which committee(s) you are currently a member of;
- (o) photographs that were taken during Alembic activities.

1.3 Alembic uses this personal data for the following:

- (a) administration;
- (b) distribution of online newsletters;
- (c) distribution of a periodical magazine;
- (d) age verification for the sale of alcoholic beverages;
- (e) contact with you via mail or letters;
- (f) direct deduction of: the contribution fee; participation fees for Alembic activities; costs of purchased items in the board room;
- (g) to publish photographs on the site.

1.4 This personal data can be accessed by:

(a) Board;

*The current board of Alembic has access to the members administration, which contains the personal data of all members. The board can use this data for mailing purposes and the verification of memberships. All digital files are only accessible by the board. Paper forms with personal data are locked away in closets only accessible by members of the board.*

(b) Candidate board;

*The candidate board has access to the members administration. The candidate board uses this data to train and prepare for their board year. The members of the candidate board are required to sign a declaration of integrity.*

(c) ASO;

*The automatization, service and maintenance committee (ASO) of Alembic is responsible for the servers and other IT facilities of the association. To do their job they have to have complete access to all servers and the files they contain. To make sure they treat the data in these files with caution, they are required to sign a declaration of integrity.*

(d) Committees.

*When a committee organises an activity which requires enrolment, this committee gains access to the names and e-mail addresses of the participants. When a committee needs more data, they will ask the participants to provide this data themselves. The board will never give personal data to a committee without consent of the participants.*

## 2. INFORMATION, CHANGE AND OBJECTION

2.1 You can contact Alembic via [board@alembic.utwente.nl](mailto:board@alembic.utwente.nl) for:

- (a) more information about the way Alembic uses your personal data;
- (b) inquiries about this privacy policy;
- (c) an overview what Alembic has stored concerning your own personal data;
- (d) an objection of the use of your personal data by Alembic.

## 3. THIRD PARTIES

3.1 Alembic provides some personal data to the following external parties:

- (a) Mail distributors;
- (b) Companies hosting activities in cooperation with Alembic;

*When a company hosts an activity, it might be obligatory to send copies of identity documents or social security numbers to gain access to the plant or resumes to allow the company to select participants for their activity. Alembic will always explain to the participants why they need this data, delete this data after the activity and demand the company does as well.*

#### **4. NOTIFICATION AUTHORITY PERSONAL DATA**

- 4.1 When there is a breach in our security, despite our safety measures and efforts, and this breach will lead to (severe) consequences to the protection of your personal data, the Authority Personal data of the university of Twente will be notified.

#### **5. NOTIFICATION TO THE PERSON INVOLVED**

- 5.1 You will be notified of a security breach, if the breach will have consequences to your personal life.

#### **6. CHANGES PRIVACY POLICY**

- 6.1 It can happen that this Privacy Policy will change or alter in the future. We encourage you to check the policy regularly.

#### **7. FURTHER EXPLANATION ON PERSONAL DATA USE**

When you register yourself as a member of Alembic, the following personal data is required: Name and surname, address, e-mail address, telephone number, age, gender, IBAN, the year in which you started studying, student number, international student, masterstudent (yes/no), (old-)board member (yes/no), committees you have participated in or are currently a member of. When a person does not want to share this data, he or she can not become a member of Alembic. Alembic uses this data for our administration, for the distribution of its online newsletters, its periodical magazine, age verification for the sale of alcoholic beverages, contact with its members and other mails or letters. Next to this, members are also asked to authorize the treasurer of the association to automatically deduct the costs of purchased items in the board room and participation fees for Alembic activities.

When a member enrolls him or herself for an activity his or her name, surname and e-mailaddress will be collected. This is done so the organising committee can keep the participants up-to-date on the details of the activity and to divide the participants in groups when necessary. When enrolling for an activity a member also agrees that the participation fee of this activity may be automatically deducted from their bank account.

During activities of Alembic, photographs can be made for the private photo archive of Alembic, which can be found on our server. A small selection of these photographs will be published on our website, which will be publicly visible.