

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. This privacy policy describes which personal data *C.T.S.G. Alembic* collects, for which purposes this personal data is used and how the personal data is handled.



C.T.S.G. Alembic
EST. 1965

1. Processing Personal Data

Personal data	Purpose of data processing	Legal basis	Retention period
<i>name</i>	<i>general contact; administration; activity enrolment</i>	<i>legitimate interest</i>	<i>unspecified</i>
<i>address</i>	<i>distribution of periodical magazine; indirect deduction of the contribution fee</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>e-mail address</i>	<i>mail contact; distribution of online newsletter; activity enrolment</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>telephone number</i>	<i>contact in case of no reply on mail contact</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>date of birth</i>	<i>age verification for the sale of alcoholic beverages</i>	<i>legal obligation</i>	<i>until disenrollment member</i>
<i>gender</i>	<i>administration</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>bankaccountnumber (IBAN)</i>	<i>direct deduction of: the contribution fee; participation fees for Alembic activities; costs of purchased items in the board room;</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>starting study year</i>	<i>qualifications for activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>student number</i>	<i>purchasing items in the board room</i>	<i>legitimate interest</i>	<i>unspecified</i>
<i>study programme</i>	<i>administration required from the SU; to differentiate between primary and external members</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>international student (yes/no)</i>	<i>qualifications for activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>masterstudent (yes/no)</i>	<i>qualifications for activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>(old)-boardmember (yes/no)</i>	<i>old board activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>which committee(s) you have participated in</i>	<i>administration; qualifications for activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>which committee(s) you are currently a member of</i>	<i>administration; qualifications for activities</i>	<i>legitimate interest</i>	<i>until disenrollment member</i>
<i>photographs that were taken during Alembic activities</i>	<i>promotion</i>	<i>legitimate interest</i>	<i>unspecified</i>

2. Collection personal data

When enrolling for C.T.S.G. Alembic the following personal data is gathered: name, address, e-mail address, telephone number, date of birth, gender, bankaccountnumber (IBAN), starting study year, student number, study programme, international student (yes/no), masterstudent (yes/no). If this information is not supplied enrolment for C.T.S.G. Alembic is not possible. During activities photographs are taken, when becoming a member of C.T.S.G. Alembic you agree to the storage of these pictures and the usage for promotion. The following data: (old)-boardmember (yes/no), which committee(s) you have participated in, which committee(s) you are currently a member of; is only gathered when applicable.

3. Access personal data

(a) Board;

The current board of C.T.S.G. 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 C.T.S.G. 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 (limited access).

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.

4. Transfer of personal data

Alembic provides personal data to the following external parties:

(a) **congressus;**

The association software provider, Congressus, who has management authorization over their system, are able to see all processed personal data.

(b) **companies hosting activities in cooperation with C.T.S.G. 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. C.T.S.G. 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.

5. Your rights

C.T.S.G. Alembic processes your personal data, but as a data subject, you have several rights to keep control over your personal data. You will find more information on these rights below. In case you have any questions or you wish to exercise these rights, please contact the board of C.T.S.G. Alembic via board@alembic.utwente.nl

(a) **Right to access personal data**

You have the right to receive, amongst others, a copy of your personal data which is being processed.

(b) **Right to erasure**

The right to be forgotten. It is not always possible to erase all personal data.

(c) **Right to rectification**

The right to have inaccurate personal data rectified, or completed if it is incomplete.

(d) **Right to data portability**

This right allows the data subject to obtain and reuse their personal data for their own purposes across different services.

(e) **Right to restrict processing**

Under certain circumstances, you have the right to have fewer personal data being processed.

(f) **Rights in relation to automated decision making and profiling**

This is not applicable therefore; subjects have the right to have a human view on the decision].

(g) **Right to object**

In certain circumstances, you have the right to object to processing

5 COMPLAINTS

This Privacy Policy is reviewed every academic year. We encourage you to check the policy regularly. In case you have a complaint about the way C.T.S.G. Alembic handles your personal data, you can contact the Dutch Privacy Authority (Autoriteit Persoonsgegevens).

7 CONTACT

For questions regarding your personal data and privacy, please contact the board via board@alembic.utwente.nl