

# Privacy Statement Theatre association NEST



Enschede, 26th of September 2018

## Introduction

On the 25th of May 2018 a new law came into effect, the algemene verordering gegevensbescherming (AVG). The result of this is that companies and associations are required to take stricter methods with regards to safeguarding the privacy of their members. In this Privacy Statement you will find the measures implemented by Theatre association NEST to guard your privacy as best as possible.

## Gegevens

Theatre association NEST collects information for administrative purposes, which will be stored for a period of at least six years. The association collects the following information:

<b><u>Required</u></b>	<b><u>Purpose</u></b>
-Name	Being able to address directors and members.
-Email adress	Quick and efficient contact between.
-Group allocation	Contact of a specific group.
-Contribution	Sending payment reminders.
-Phone numbers	Being able to reach the members in case of an emergency, or when they are not available through email.
-Resume of directors	To determine whether they are qualified to lead a group.

## DMS

Theatre association NEST uses the registration programme DMS to be able to view the information of the members as they are registered on their Student or Campus Card. This access is necessary for the administration of the association fee. This information is not stored by the association and as soon as a student unregisters from the University of Twente or does not purchase a new Campus Card, the association loses its access.

## Access

The current Board of NEST has access to the information of the members as well as the information of the older members stored in the archive. In the period before, after and during a Board change there is a transfer of knowledge between the old and the new Board. During this period both the old and the new Board will have access to the information. Apart from the Board there are some committees that have access to the information relevant for their purpose. The precise details can be found in the processing register.

## External parties

Theatre association NEST shares the information of its members with several external parties. This happens for various reasons, such as member administration and communication.

### *Google*

The association uses the services of Google such as the Drive, Gmail and Calendar application, to keep its members up to date about events and to store information.

### *MailChimp*

The online service of MailChimp is used to share the newsletters with the members of the association. This is made possible because MailChimp falls under the EU-US Privacy Shield and as such does not need to comply with the AVG demands. However, because of this, every member needs to give permission to the association before the contact information can be used.

### *Webhare*

The website of Theatre association NEST is located on the servers of the University (UTWENTE) and runs on the software which the university pages also makes use of, namely Webhare. By using the website there will be cookies. For all details you can check the Privacy Statement of the University itself.

## Storage terms

Theatre association NEST stores your information as long as you are registered as a member. This means that your complete profile will be saved until you let us know that you no longer wish to be a member of the association. If you unsubscribe, we will remove sensitive information (such as your bank account number) from the system. A part of your information (name, phone number and email address) will be saved for the purpose of saving personal information, as we are required to do according to the Dutch law. Because Theatre association NEST organises a lustrum every five years, contact information will be stored for at least six years instead of the lawfully required two. In the case of a demand to be forgotten we will process this information in such a way that they cannot be traced back to the person it belongs to. On the basis of fiscal storage terms we save invoices with personal information for a period of at least seven years.

## Cooperation with fiscal and judicial inquiries

If a fiscal and judicial inquiry would take place then Theatre association NEST can be legally obliged to share the information of its members. In such cases we are forced to share the information with the government and will do so.

## Your rights

According to the Dutch and European legislation you have certain rights with regards to the processing of personal information by Theatre association NEST. Below is explained which rights these are and how you can make sure that these are followed. Firstly, to avoid misuse, we will send invoices and copies only to the email address known to us. If it is the case that you want to receive information on another email address, we can ask you to provide us with a valid legitimation. You have the right to register a complaint with the Autoriteit Persoonsgegevens at all times if you suspect that Theatre association NEST is using your personal information in a wrong way.

### *Right to view information*

You have the right to view the information which Theatre association NEST is administrating and are relevant to you at all times. You can make a request to the Board to view it. Within 30 days you will receive a reply to your request. If your request is granted, then the Board will send you a copy of all information at the email address known to the association. Included will be an overview of the of all the parties that process the information and a mention of the categories under which we save the information.

### *Right of rectification*

You have the right to change the information which we process or have processed and which are relevant to you at all times. You can make a request for this to the Board and you will receive a reply within 30 days. If your request is granted then the association will send you the confirmation of the change in information on the email address known to the association.

### *Right to limit the processing of information*

You have the right to limit the processing of information that is relevant to you. You can make a request to the Board with your reasons. You will receive a reply within 30 days. If your request is granted then we will send you a confirmation with the restriction to the email address known to the association. This will remain until you lift the restriction or until your information will not be processed any longer when you unsubscribe from the association.

### *Right of objection and other rights*

If you have a complaint about the way Theatre association NEST is processing your information then you have the right to make an objection. If you do so, then the association will stop processing your information pending the processing of your objection. If your objection is valid, then the association will return the copies and invoices of your information and limit the processing of your information. As well as that you have the right to not be subjugated to an automatic individual decision making process or profiling. If you have the feeling that you are, then please contact the Board.

## Security

The information that the members share with Theatre association NEST will be protected at all times. Laptops with relevant data will not be left unattended, USB-sticks with sensitive information will not be shared with third parties without permission. All information from the members will for that reason be stored on the Google Drive of the Board. Only the members of the current Board have access to this information.

However, in the case of a data leak, either through purposeful or unpurposeful negligence, the members have a right to file a complaint with the Autoriteit Persoonsgegevens.

## Cookies

In the case that software applications by third parties use cookies it will be mentioned in this Privacy Statement.

## Refusal of membership

If your wishes regarding privacy do not comply with the functioning of the association then it is possible for the Board to refuse you as a member of Theatre association NEST.

## Changes in the Privacy Policy

Theatre association NEST keeps the right to change the Privacy Statement at all times. On our website you can find the most recent version. If the updated Privacy Statement has consequences for the way in which we process the information received from you, then we will inform you through email.

## Contact information

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