



PRIVACY POLICY - D.B.S.G.STYLOS

Last modified June 14th 2018

The Delftsch Bouwkunde Studenten Gezelschap Stylos, located at Julianalaan 132-134, is responsible for the processing of personal data of her members as depicted in this privacy statement. In this document can be found what data is being processed and with what purposes it will be stored. Furthermore, the member can see his/her rights and to whom the member can ask her questions.

The contact details of D.B.S.G Stylos are:

D.B.S.G Stylos

Info@stylos.nl

015 2783697

1 Overview of the personal data

D.B.S.G Stylos processes personal data because you are a member of the society and/or are utilising her services. By being a member of the society or by participating in her activities you agree to this privacy policy.

Below you can find an overview of what data we collect.

Personal data	Reason	Storage period
Basic personal data <ul style="list-style-type: none">NameInitials	To be a member, the society needs to have your basic personal data. For example, to correctly address her members.	Study time + 3 years.
Address information <ul style="list-style-type: none">AddressPostal codePlace of residenceCountry	To be a member, the society needs to have your address information. For example to send periodic publications, postcards or further correspondence via mail.	Study time + 3 years.
Contact details <ul style="list-style-type: none">Email addressTelephone numberMobile number	De society uses your email address to familiarise her members with her activities via. After your study time an email with information regarding the alumni events.	Study time + 3 years.
TU Delft <ul style="list-style-type: none">Study number	The D.B.S.G Stylos uses student numbers to monitor whether her members are still registered at the TU Delft.	Study time
Financial data <ul style="list-style-type: none">IBAN numberBIC CodeName card holder	Financial data can be processed or shared with Exact for the purpose of performing direct debits or recognizing transactions.	Study time or 7 years (legally required)
Parental information* <ul style="list-style-type: none">Name*Address*Phone number*	Parental information will only be used in case of emergency.	Study time

*This information is optional and not mandatory.

Besides these personal data D.B.S.G Stylos processes other data that have been given to us with consent. D.B.S.G Stylos has the right to ask for more personal data when activities or services require these. These are stated in the *Privacy Policy for events*.



2 Special and/or sensitive data we collect

D.B.S.G Stylos processes passport numbers, id-card numbers and allergies in special cases. These can be found in the *Privacy Policy for events*.

D.B.S.G Stylos has no intent to collect data about website visitors or members that are younger than the age of 16, unless they have permission from a parent or guardian. However, we cannot check if a visitor is older than 16. We therefore advise parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without permission, please contact us via info@stylos.nl, then we will delete this information.

3 Automatic decision-making

D.B.S.G Stylos does not make decisions based on automatic processing on matters that can have (significant) consequences for people.

4 Storage periods for personal information

D.B.S.G Stylos does not retain your personal data longer than is strictly necessary to realize the goals for which your data is collected. The retention periods can be found in section 1.

4.1 Alumni

When you graduate, D.B.S.G Stylos will get a notification from the Central Student Administration of the TU Delft. Your membership will end automatically, and you will become alumnus. Only your name, e-mail address and address will be saved. All additional personal data D.B.S.G Stylos has on you will be deleted. You will be informed of this change via e-mail and you can object by means of a reply

5 Sharing of personal data with third parties

D.B.S.G Stylos does not sell your information to third parties and only provides this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our order, we conclude a processor agreement, of which an example is given in section 5.2. To ensure the same level of security and confidentiality of your data, [Study association] remains responsible for these processing operations.

5.1 Access to information

Only the board of D.B.S.G Stylos and the administrators of the website have access to the database where the personal data are stored. De database is stored on the servers of Genkgo.

5.2 Third parties where information is shared with

- Genkgo
De website and database are hosted by [Host provider]. Data is therefore stored on the servers of Genkgo.
- TU Delft
To update our database we periodically interact with the TU Delft. By doing so we can check whether our members are still studying at the TU Delft.
We also use the 'webdrive' or 'webdata' of the TU Delft to store information. This is a cloud storage hosted by the TU Delft.



5.3 Photo publications

When you are a member of D.B.S.G Stylos and take part in the activities, photos showing you may end up on the website, the facebook and/or the annual. Photos are always selected with care prior to the publication. If you want to object to a photo, you can send an email to info@stylos.nl.

6 View, adjust or delete data

The member has the right to see, correct or delete the members the data. This is possible via the personal settings of your account. The member also has the right to retract permission given for the processing of information or to object to the processing of his/her personal data by D.B.S.G Stylos. The member also has the right of data portability. This means that the member can send a request to transmit the personal data the society has collected about the member, to the member or some other organisation, by means of a computer file.

If the member wants to utilise his right to object and/or right of data portability or has questions/remarks about the processing of data, the member can send a specified request to info@stylos.nl.

In order to ensure that the request for access has been made by you, we ask you to send a copy of your identity document with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. D.B.S.G Stylos will respond to your request as soon as possible, but in any case within four weeks.

D.B.S.G Stylos would also like to point out that you have the opportunity to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

7 How we secure personal data

D.B.S.G Stylos takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your details are not properly secured or if there are indications of abuse, please contact us via info@stylos.nl.

8 Changes to the privacy policy

D.B.S.G Stylos retains the right to change the privacy policy at any given time, without giving a notice. The changed documents will be available on the website.