

AVG Study Association

Esperia

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What information does Esperia have and how is this information used?

One becomes a member of Esperia by filling out a membership form. On this form, we ask for all the necessary information. We would like to stress that all information provided to us, will only be seen by the members of the current board. Esperia has a register with information on all her members. Nowadays, when becoming a member, we ask every member give us their:

- name
- address (in case we need to reach someone per mail)
- e-mail, (to keep our members updated about events),
- IBAN , (for direct debits),
- date of birth , (to check one's age, in relation to activities minors cannot join)
- year in which he/she started their studies,(in case we want to organise an event for one exclusive year)
- phone numbers, (in case of emergency)
- student number

We ask members to provide this information so that we can add members to our register and to ensure that the board has enough possibilities to reach them. We send our members monthly emails and newsletters, to keep them up to date about activities.

Note: up until today, we asked members to specify their gender. We have deemed this information unnecessary and have deleted this information. We do longer have this on record.

Member information

If a member wants to know what information Esperia has about them, they can enquire with our secretary per email. Our secretary will then send all the information Esperia has about them to the members as quickly as possible.

After cancelling one's membership, Esperia will delete the information they have of this person. However, when it is cancelled during the year, Esperia keeps the information until the ending of the year, as a membership lasts a year.

Committees

What information are committees allowed to have?

The general rule is that committees are not allowed to obtain any private information about Esperia's members and that only the current board of Esperia has access to information about Esperia's members. Esperia's committees can ask the board for information, only when they deem it necessary. The board members will decide on the necessity. If they deem it unnecessary, the information will not be provided. The general rule for committees who are in need of information, is that they ask the board of Esperia. The board will only provide the relevant and purely necessary information. We do this in order to ensure the privacy of our members.

What information do committees need?

In the past, committees created "Google Forms" people had to use when signing up for an event. We have decided, because we value the privacy of our members, to change the way we approach this. From now on, the board is the only one allowed to create these forms and the amount of questions will be far smaller. For instance, one's date of birth is not relevant to all activities. Committees will not have immediate access to the details of the participants. They will, of course, receive a list of names of the participants. However, when committees feel they require more information, they are to ask the board to provide this information. If the board deems the information unnecessary for this particular event, the information will not be provided. The reason for this change, is that the AVG aspires that the information is shared with the smallest amount of people possible.

Should a committee need to email members and/or participants, they are to ask the secretary to send these emails. This way we will ensure the privacy of our member's information. Committees do not have access to Esperia's member list, so they do not have access to any of the private information of our members.

Information for Third Parties

At the moment, Esperia has no third parties that have access to information about members. If this were to happen in the future, Esperia has to ask permission from each member if they allow us to give out this information. If a member does not want a third party to have their information, Esperia will respect this and will not provide it. If Esperia makes contact with any new third parties, the association needs to ask permission for each third party separately in order to ensure privacy.

As for trips organized by Esperia where some transportation company or accommodation needs personal information from members, either the board or the committee organizing the event will ask the participating members if they allow Esperia to share their information.

Data Breach

There is a data breach at the time that there is an infringement of the security of personal data. This is the case, for example, if someone gains access to personal data or personal data become publicly accessible without this being the intention.

If there is a data breach, you should report this to the Dutch Data Protection Authority as soon as possible, unless it is unlikely that the data breach poses a risk to the rights and

freedoms of natural persons. The notification must, if possible, take place within 72 hours after you have taken note of the data breach. If it is not possible to make the report within 72 hours, then you must state the reason of the delay. Should the data breach probably result in a high risk for the rights and freedoms of the data subject, you must also inform the data subject. In addition to reporting a data breach, you must also register a data breach. It is important to include the following information per data breach in the register:

- the facts and data about the nature of the data breach;
- the categories of affected data subjects and personal data and, if possible, the number of data subjects;
- the consequences of the data breach;
- the measures taken to address the data breach;
- whether the data breach has been reported to the Dutch Data Protection Authority;
- whether the data breach has been reported to the data subject (s).

Esperia's Privacy Policy and Code of Conduct

Esperia has a code of conduct for the board of Esperia. In this code of conduct all the rules for the board are stated, including the privacy rules that the board needs to abide to. Every board member signs this code of conduct and vows to abide by these rules.

All of the private information of Esperia's members can only be accessed by the board through a private server. Esperia's board abides to the privacy rules of members both through the code of conduct and through the privacy of our server. We do all this to ensure the privacy of our members. Our server denies access to board members immediately after they finished their board year. Every board will ensure that their successors are aware of the regulations regarding the privacy of our members.

If you have any questions, do not hesitate to contact the board on : bestuur@svesperia.nl.