

'De Chemische Binding' is responsible for the processing of personal data as given in this statement. In this document it is stated which data is collected when you become of member of 'De Chemische Binding'. It is also stated why this data is collected and how the data is used.

This statement is applicable to the services 'De Chemische Binding' offers. The association is however not responsible for the data that is processed on other websites you might use (e.g. Facebook, StudyStore).

By becoming a member of 'De Chemische Binding' you state that you have read and agree with this privacy statement.

Contact details:

De Chemische Binding  
Nijenborgh 4  
9747 AG, Groningen  
+31 50 363 4117  
[board@chemische-binding.nl](mailto:board@chemische-binding.nl)

## 1. The personal data that is processed

When becoming a member of 'De Chemische Binding' you have to provide the association with some personal data. The data might be stored on the computers within the board room of 'De Chemische Binding'. On these computers the data is behind a password and will only be accessible by the board members of 'De Chemische Binding'. Some of this data may be printed and will also be stored behind locked doors, only accessible by board members. The data will also be stored by our webhost 'Congressus'.

The following personal data will be requested for processing when becoming a member of 'De Chemische Binding':

- First name
- Initials
- Surname
- Date of birth
- Gender
- Student number
- Address
- Mobile phone number
- Home phone number
- E-mail address
- Picture
- IBAN/BIC
- SEPA Mandate
- Year of starting your membership at 'De Chemische Binding'

During your membership of 'De Chemische Binding' the following extra data might also be collected:

- Subscription to activities
- Consumables bought at the Members' Lounge
- Items bought (e.g. via the webstore)
- Activity within committees
- During activities pictures might be taken, these will be placed on the website behind a log-in. It can always be requested at the board to delete a picture with you on it.

For some activities extra data can be asked (e.g. allergies) to make sure that all our activities can be safe and correct. The board of 'De Chemische Binding' will make sure that no unnecessary data is collected.

### ***Special and/or sensitive personal data***

The association does not intend to gather data of people younger than 16 years old, unless they have the specific permission of their parent/caretaker. If it comes to the attention of the board that a person subscribed on the website is indeed younger than 16, proof of permission will be requested. If this proof is not given the data will be deleted. If it comes to your attention that personal data has been gathered of a person younger than 16 years old, please contact the board via [board@chemische-binding.nl](mailto:board@chemische-binding.nl).

## **2. How your data is used**

The association uses your data for the following goals:

- To keep a member administration
- To keep a subscription list for activities organized in name of our association
- To make sure the association obeys the law (e.g. underage drinking)
- To make sure the association obeys the rules of the Faculty of Science & Engineering
- To keep a financial administration
- To keep a committee list
- To ensure that the association does not accept members not studying at the Faculty of Science & Engineering
- To send a monthly newsletter
- To make a yearly Almanac
- To keep an online Almanac
- To collect money owed for services delivered by 'De Chemische Binding'
- To collect money owed for the yearly contribution of 'De Chemische Binding'
- To contact you to provide you with our services
- To contact you in case of an emergency
- To determine your study year
- To add you to the Facebook group of 'De Chemische Binding'

The association does not use your data in ways other than stated above or as stated within the articles of constitution or the internal regulations, which can be found on the website ([www.chemische-binding.nl/association/documents/general-documents](http://www.chemische-binding.nl/association/documents/general-documents)).

### ***Duration of storage***

When you terminate your membership of 'De Chemische Binding', the board is obliged to keep your birth name and student number until the next adjustment of the 'Centraal Uitvoeringsorgaan voor de Studentenorganisaties' (Central Implementing Body for Student Organisations) which can take up to three years.

The association stores all financial data for eight years. The bank information of members who signed a continuous debit mandate will be kept for the duration of the membership. This data cannot be deleted before all your financial obligations towards 'De Chemische Binding' are met.

### ***Cookies***

Our website does not collect personal data with cookies.

### ***Automated decision making***

Our association does not make automated decisions based on the personal data of its members.

## **3. External parties**

The association will share as little personal data as possible with external parties. Every party who receives your data will need to sign a data processor agreement. The association will only share data when obliged to do so by law or faculty rules.

For the storage of personal data the association uses Congressus, they save all the personal data on their secured servers.

For the processing of invoices 'De Chemische Binding' uses SnelStart, they process your birth name and IBAN of the processed collections.

The association keeps an online Almanac, to see this you have to log onto the website. On the website you are able to select all the information that is visible as stated under point 4.

## **4. Information provision/adjustments**

Every member of the association is able to see, change or delete their address, telephone numbers, e-mail address, date of birth and profile picture. This can be done via the website ([www.chemische-binding.nl](http://www.chemische-binding.nl)). After logging in you can go to 'MY CB' then 'Profile'. At the bottom of the page select 'Edit Profile'.

Other information (birth name, gender and IBAN) can only be changed by sending an e-mail to [board@chemische-binding.nl](mailto:board@chemische-binding.nl) where you can state the information you want to change, as well as the new information. The board will try to update this within ten working days.

It is also possible to request from the board what has been done with your information, the board will then hand this information to you.

If you want to remove your personal data from our database, send an e-mail to [board@chemische-binding.nl](mailto:board@chemische-binding.nl). The association will then have to keep some of your personal data as stated under 'duration of storage'. After deleting your personal data, it is no longer possible to be a member of

'De Chemische Binding' and your membership will be terminated. If you want to be a member again, you can provide the board with your personal data.

If you want to receive your personal data stored by the association, send an e-mail to [board@chemische-binding.nl](mailto:board@chemische-binding.nl). The board will provide the data we have of you in Excel format.

## 5. Protection of personal data

Your personal data is stored on the secured servers of Congressus, with whom the association has a data processor agreement. This data, with your own adjustments as stated under point 4, can be seen on the website ([www.chemische-binding.nl](http://www.chemische-binding.nl)). Some of the data might also be stored on the computers within the board room of 'De Chemische Binding'. On the computers the accounts with the personal data are also protected by a password which is only known by the board. The paper trail of data is stored behind a locked door.

The board controls regularly if the privacy policy is followed, and existing members will be informed when an update regarding this policy is made. If you have any questions or remarks about this privacy statement you can contact the board of 'De Chemische Binding'.

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