

## **Privacy Policy Atmos Groningen**

In this document is stated what data is collected, why this data is collected and how the data is used by Atmos. It is also stated what your rights are concerning the data. This document is only applicable to the services offered by Atmos. The association is not responsible for data processed on other websites you might use to get access to the different media channels Atmos uses (e.g. Facebook).

If you have any questions or complaints about the processing of your personal data you can contact the board. It is also possible to file a request for insight on what data are stored, how your data is processed, or the removal of your data. As stated later in this document under 'duration of storage' the board will have to keep some of your data, so not all data can be deleted immediately. After deleting your data your membership will automatically be terminated.

Contact details:

Atmos  
Nijenborgh 6  
9747 AG, Groningen  
secretary@atmosgroningen.nl

### **1. Use of personal data by the association**

#### **What personal data is processed?**

The following personal data will be requested/used when becoming a member:

- First name
- Initials
- Surname
- Date of birth
- Gender
- Student number
- Address
- Mobile phone number
- E-mail address
- IBAN/BIC
- SEPA Mandate
- Year of starting your membership at Atmos

During your membership the following data might also be collected:

- Subscription to activities and additional data needed for these activities
- Activity within committees
- Pictures taken during activities, which will be placed on the website behind a log-in. You can always request the board to delete a picture.

For alumni the following personal data will be stored:

- First name
- Initials
- Surname
- Date of birth
- Gender
- Address

- Mobile phone number
- Email address
- Year of starting your membership at Atmos

### **How do we use your data?**

The association uses your data for the following goals:

- To keep a members administration
- To keep a financial administration
- To keep an alumni administration
- To keep an online Almanac
- To send information about the association to members
- To send digital newsletters
- To invite members for activities of Atmos
- To keep a subscription list for activities of Atmos
- To collect money owed to Atmos for contribution or services

### **Duration of storage**

The board of Atmos keeps your personal data for the duration of your membership. After termination of your membership the board is obliged to keep your birth name and student number until the next adjustment of the Centraal Uitvoeringsorgaan voor Studentenorganisaties' (Central Implementing Body for Student Organisations, CUOS) which can take up to three years.

In the financial administration your data will be stored for a maximum of seven/eight years. The data needed for you continuous SEPA mandate cannot be deleted before all your financial obligations towards Atmos are met.

After termination of your membership some of your personal data will be stored in the alumni administration. You will be informed about this beforehand. You can always ask the board not to store your data in the alumni administration or to remove your data from the alumni administration.

### **Cookies**

Our website does not collect personal data with cookies.

## **2. Sharing of data**

Without your consent the data are not shared with external parties. Exceptions are data shared when obliged to do so by law or faculty rules. For the storage of all personal data the web host Congressus is used, which saves all personal data on secured servers.

Your data may be shared with committees of Atmos when necessary for the organization of an activity. Committees are obliged to store your data where it is only accessible by a password.

## **3. Adjustment of data**

Every member of Atmos is able to see, change or delete their address, telephone number and email address. Every member of Atmos is also able to select what information is visible on the online Almanac. The online almanac is only visible to members who are logged-in. This can be done after logging in on the website ([www.atmosgroningen.nl](http://www.atmosgroningen.nl)). On your personal profile you can select 'Edit Profile' at the bottom of the page.

Other information (birth name, gender, date of birth and IBAN) can only be changed by sending an email to [secretary@atmosgroningen.nl](mailto:secretary@atmosgroningen.nl).

Information of alumni can only be changed by sending an email to [secretary@atmosgroningen.nl](mailto:secretary@atmosgroningen.nl).

#### **4. Protection of data**

Your personal data is stored on the secured servers of Congressus, with whom the association has a data processor agreement. These data can be seen on [www.atmosgroningen.nl](http://www.atmosgroningen.nl). Every board member has access to your data using a password.

Data available on paper will be stored behind a locked door.

The board checks regularly if the privacy policy is followed or needs additions. Members will be informed when an update regarding this policy is made.