

Privacy Statement of De Leidsche Flesch

Last changed on November 12, 2019

Study association De Leidsche Flesch handles all personal data with care under the General Data Protection Regulation, which was enforced on the 25th of May in 2018. If you have any questions after reading the information written below, you should contact the board member responsible for personal data protection by e-mailing to secretary@deleidscheflesch.nl.

STORAGE AND PROTECTION OF PERSONAL DATA

De Leidsche Flesch stores personal data for members, alumni, and ex-members. The storage and protection of the data is different for online and offline data.

Digital data

The server on which all personal data is stored, is protected by the University of Leiden in such a way that this server does not have contact with other computers than those that are linked to it. Because of this, no one besides trusted ICT-administrators of De Leidsche Flesch and administrators of Leiden University, and the board of De Leidsche Flesch can access the data. The back-up of the server is again only accessible for board members and trusted ICT-administrators of De Leidsche Flesch.

De Leidsche Flesch has an online almanac, in which every member can find information about other members. The personal data that can be found are: name, address, e-mailadress, telephone number, date of birth, the start of membership, the study, and an optional picture. Every member can indicate that they do not want certain personal data in the online almanac. Then the requested personal information will be removed.

Physical data

If there are documents with personal data, they are stored in the boardroom of De Leidsche Flesch, which can be locked. Only the board members have keys to this room, although they sometimes lend one to a trusted member that is asked to oversee everything in the boardroom while the board is away and the room is open.

The printed almanac of De Leidsche Flesch contains a face-book with members and a little personal data, including name, telephone number, e-mailadress, the start of membership, the study and an optional picture. Every member can indicate that they do not want certain personal data in the printed almanac. Then this information will not be printed. The printed almanac of De Leidsche Flesch can be bought by every member. When a paper almanac is sent to a person who is neither a member nor an alumnus, the face-book is removed from the almanac.

WHAT PERSONAL DATA IS COLLECTED?

Essential data

The study association needs personal data. When someone signs up to be a member of De Leidsche Flesch, the following personal data is collected: name, gender, date of birth, start of membership, start of study, adress, e-mailadress, telephone number, student number, study, and bank account number. Additionally, the storage system remembers whether the new member enlisted via the English or Dutch sign-up webpage. This indicates in which language communication towards the member can best be done. The data is used to warn the members of upcoming General Member Meetings, which the board is obliged to do by the statutes. Sometimes e-mails are

being sent to specific groups of members. Mailings like the weekmailing, mastermailing and company mailing are optional, and members can indicate that they do not wish to receive such e-mails. Furthermore, the date of birth is used to check whether certain members have certain rights, like the consumption of alcohol.

When a member indicates that they want to become an alumnus, a part of the personal data is removed from the database. The personal data that is stored for alumni is: name, gender, date of birth, start of membership, end of membership, adress, telephone number, e-mailadress, student number, and the language of the sign-up page. This data is used to contact alumni about upcoming events for alumni.

Members or alumni that indicate that they want to end their membership become ex-members. The following data is stored for ex-members: name, gender, start of membership, study, adress, telephone number and e-mailadress.

Optional data

If a member wants to, they can display a picture of their face in the database, which can be displayed in the printed or online almanac. This picture will be removed when the member gets the status of 'ex-member'. Additionally, the NNV-number of a member can be stored, which will be removed when the member gets the status of 'alumnus' or 'ex-member'.

Enlistment for activities

When a person enlists for an activity online, the obligatory data is again stored on a list. For such an enlistment, additional data that is needed for the event could be asked as well. If this is the case, the member will be asked for permission for the storage of the additional data. The personal data needed for an event will be stored for a maximum of two years for the administration of the event.

On sign-up papers, not much data is asked. For every enlistment, the e-mailadress is obligatory, in order for the board to be able to contact all members that signed up in the case of cancelling or a change of plans. Personal data on paper sign-up sheets can be stored for a maximum of one year for administration. Sepa authorisations are stored for a maximum of ten years, as determined by law.

The personal data needed for activities can also be seen and used by committee members of the organising committee.

Pictures of activities

Pictures may be taken during activities by a member that was asked to make them by the board. These pictures are carefully selected on whether they are deemed appropriate, after which the selected pictures will be put on an online database to which all members have access. Also, some of these pictures might be shown on the screen in the boardroom in a digital slideshow. Every member can indicate that they do not want to be depicted on pictures, or that they want a specific picture of them removed. These requests will always be respected.

WHAT ARE YOUR RIGHTS?

Inspection/rectification

You always have the right to inspect the personal data stored by De Leidsche Flesch, and to ask for rectification when information is not correct in the administration. You can ask for a list of your personal data by e-mailing secretary@deleidscheflesch.nl.

Objection/complaints

75 According to the law, you have the right to object the collection of personal data and to submit a complaint to the Authority on Personal Data when you deem it necessary. When you do not agree to the collection of essential data for the membership, you can contact the board by e-mailing to secretary@deleidscheflesch.nl. When no solution can be found for the situation, the membership will be ended when possibly ongoing administration is done.

The right to be forgotten

80 Every person has the right to be forgotten. All personal data of a member, alumnus, or ex-member can be deleted immediately when asked. An exception for this is personal data that is stored for the administration of an activity, such as sepa authorisations. In this case, the membership will be ended immediately, but the data necessary for administration of the activity will be kept for the maximum amount of a few years, as described above.

Transmission

85 You have the right for transmission of personal data. When you enlist at a different organisation, you can ask an organisation that already possesses your personal data to transfer the necessary data. In this way, you do not have to provide all the information yourself. In this case you will receive a document with your personal data that is known to the party that provides the data.

Duty to report data leaks

90 De Leidsche Flesch is obliged by law to instantly notify the Authority on Personal Data when a serious data leak has occurred. When not all leaked data was properly encrypted, or when the data leak has unfortunate consequences for those involved for other reasons, the data leak has to be reported to the concerning persons as well.

PROVISION AND MODIFICATION OF PERSONAL DATA

95 When a person does not agree to the provision of personal data necessary for membership, this person cannot attain membership. Additionally, every member is obliged to communicate any change in personal data.