



**GHD UBBO EMMIUS**

HOC EST VIVERE BIS VITA POSSE PRIORI FRUI

**PRIVACY POLICY OF GHD UBBO EMMIUS**

*Last modified on 11 September 2021.*

This Privacy Policy applies to all personal data that GHD Ubbo Emmius (hereinafter: the association) processes of its members, friends, reunists, participants or other interested parties.

When becoming a member of the association (make a donation) or provide personal data to the association for any other reason, you explicitly give permission to process your personal data in line with this Privacy Policy. We advise you to read the Privacy Policy and keep it for your own records.

**Responsible Organisation**

**Article 1.**

1. The party responsible for processing personal data is GHD Ubbo Emmius, Oude Kijk in 't Jatstraat 26, 9712 EK, Groningen, telephone number: 050-3635076, Chamber of Commerce number: 40024164.  
The Secretary of the Board can be contacted via [ubbo@rug.nl](mailto:ubbo@rug.nl).

**Processed data and purpose of processing**

**Article 2**

1. The following personal data shall be processed in connection with your membership:
  - a. First and surname, date of birth, gender, student number
  - b. Address data (possibly postal address)
  - c. Telephone number(s), e-mail address(es), bank account number(s)
  - d. Other personal characteristics that may be required by the organisation.
2. The Association shall process the personal data referred to in Article 2, paragraph 1 of the Privacy Policy for the following purposes: to examine whether you can become a member and to execute the membership agreement.
  - a. Your name, address, telephone number and e-mail address will be used for contact regarding membership and possible termination thereof, for providing

the information you have requested or for handling the information obtained from you.

- b. Your name, address and telephone number will be used for sending invitations and information about the services and activities of the association.
  - c. Your name and bank account number will be used to settle payments such as membership fees, participation fees, orders or purchased services.
3. Your name, address, e-mail address and telephone number may be visible on the website for members if you give permission via your online profile. This data can then be consulted under the heading 'Almanac'. This permission may be withdrawn at any time.
  4. Your name and telephone number will be used until two years after the end of the agreement at the latest to ask you about your experiences with the Association and to inform you about the possibilities of being a friend or reunist.
  5. The Association will use your name and e-mail address to send you its email newsletter with information about activities, services and other interesting information about membership of the Association. Unsubscribing from these mailings is possible at all times via the unsubscribe link at the bottom of the mailing.
  6. Without your consent, the Association will only provide your personal data to third parties if this is necessary for the execution of the membership agreement, unless the Association is legally obliged to provide your personal data to these third parties. The Association is also obliged to provide the name and student number of members to the Central Executive Board for Student Organization (CUOS) for the three-yearly reassessment for the Graduation fund of the University of Groningen (RUG).

### **General policy concerning images and video footage during activities**

#### **Article 3.**

1. The Commissioner of Public Relations makes a careful and appropriate selection of the pictures that are made on Ubbo-activities. Those photographs will be placed on the website and are only visible to members. The photographs may subsequently be published in the Udate and the almanac, where they will also be visible to third parties.
2. The pictures as mentioned in paragraph 1 will only be used for promotional purposes on social media accounts of the association with the permission of the portrayed persons.
3. On the following activities there will also be made video footages: The Big Excursion, The Small Excursion and the Historical Conference. Participants will be able to provide written permission to make and publicise recognisable footage of them. The purpose of these video footages is to make an after movie for promotional purposes.

4. Members have the right to have photographs in which they can be seen removed from both the website and the association computer by sending an e-mail to the board containing the number of the photograph concerned.

### **Retention period**

#### **Article 4.**

1. The association shall process and store your personal data for the duration of your membership and up to two years after the end of this membership. After that, the personal data shall be destroyed.

### **Security measures and processors**

#### **Article 5.**

1. For the protection of your personal data the association has taken suitable technical and organisational measures to secure your personal data against loss or unlawful processing. These measures ensure a safety level that is suitable to the data we process.
2. For the processing of the personal data the association makes use of services of third parties, so called processors. For the website this is Congressus, and for the association's app this is Almanapp. For the accounting application/program this is Conscribo. With all these processors we have so called processing agreements.

### **Transparency, rectification, questions and objection**

#### **Article 6.**

1. You may submit a request to inspect, receive, change or remove your personal data through the membership administration of the association via the website or by e-mail. The association will consider your request and inform you within one month of receipt.
2. In case you want to object to the (further) processing of your personal data as mentioned in article 2 of this Privacy Policy, you can contact the Board of the association
3. In case you have a complaint about the way in which the association processes your personal data, you can contact the Secretary of the Board. Of course, it is possible to contact the Dutch Data Protection Authority (Dutch DPA).
4. Any other questions or comments about this Privacy Policy may be addressed to the Board at [ubbo@rug.nl](mailto:ubbo@rug.nl).

### **Amendments**

#### **Article 7.**

1. This Privacy Policy can be changed by the board of the association. These changes will be announced on the website of the association. We advise you to regularly check this Privacy Policy.