

This document contains the explanation and policy concerning the handling of personal data within the study association V.C.M.W. Sigma.

Every board member and active member of V.C.M.W. Sigma has signed an agreement stating that collected information will be removed within one week after the activity has taken place or when the use of the data has expired. Information will only be stored for longer amounts of time with the explicit permission from the person whom it concerns. Once the board member is discharged or the active member leaves his/her committee, they will remove any personal data that he/she still has in possession. Only then, the agreement will be terminated.

Board members can freely access the personal data of Sigma's members but will only do so for carrying out their function and general board task. Examples of such tasks are contacting members for writing short texts for the bachelor ceremonies and alternative study guide, checking whether people are members at activities and contacting members for specific Sigma-related reasons. The Secretary is in charge of managing the membership database. The Commissioner Internal Affairs will keep a list of the active members.

No one is allowed to share any personal data with third parties without satisfactory justification and timely notification to the person whose personal data it may concern. This goes for both active and board members.

The board shares the personal data of her members with third parties in a few significant ways. The personal data within the membership management is saved and processed on the secured servers of Congressus. Congressus is a third party which manages the servers behind the membership managements and the website. The supporting staff of Congressus can access the personal data only when the board requires help.

The board shares the email addresses of her members with Laposta. This is an email marketing service, via which the board sends the weekly newsletter of the association. All financial data is documented on secure servers of Conscribo. The bank information of members who signed a continuous debit mandate is kept within the address book of Sigma with the Rabobank.

Studystore is the book supplier of V.C.M.W. Sigma and collects personal data needed for their administration and to supply the books to the students. Each quarter the board will receive an overview of which books are ordered, and no personal data is included.

The board and the committees of Sigma make use of the servers and drives from C&CZ, the ICT and automation department of the faculty. Personal data such as participant lists may be stored for short periods of time on these drives. Both the board and the committees often also have a Google Drive. When it comes to personal data the drives from C&CZ will be favored over a Google Drive. The board uses Google Drive to easily work together and Gmail to efficiently communicate and make use of the Sigma email address. There is no better system to use, and even though there is no processing agreement, the board will continue to use these services. The board will take great care to keep the personal data to a minimum within the services of Google.