

## *Statement Personal Data V.C.M.W. Sigma for members*

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Data of members, which V.C.M.W. Sigma uses and needs for her membership management and services.

- Σ The **first name and surname** are collected to distinguish between the members and benefactors.
- Σ The **student number** is collected to evaluate whether someone is allowed to be a member and is used in the application of the scholarships and grants of the Radboud University Nijmegen. It is also used as an unique identification number in the membership management.
- Σ The **gender** is collected for the salutation of letters and/or personal emails.
- Σ The **date of birth** is used in determining whether someone is older or younger than 18 years old.
- Σ The **email address** is collected to keep in contact with members. Every week a newsletter 't Maantje' will be sent, with information about the activities of the association, and other information which the board thinks useful for her members. Furthermore, the members are informed by email about General Meetings with the invitation and documents. Announcements from the board are sent by email as well.
- Σ The **mobile phone number** is collected to keep in contact with members in case of emergency.
- Σ The **address**, consisting of street name, house number, ZIP code, place of residence and country, is used for contact with the members. The board sends a card for the invitation of the constitution drink and a Christmas card to her members.
- Σ The **start year of studying** is collected to determine in which year someone is in their education.
- Σ The **type of study** is collected for specific contact, based on the type of study.

It is always possible to see which personal data is collected with the secretary and request for a change, removal or addition. Full removal of your personal data will result in the dissolution of your membership. Only the board of V.C.M.W. Sigma can see the personal data as stated above. This way the board can check whether people are members at activities. Furthermore, the board needs the personal data for bachelor and master ceremonies. The data is collected on the secured servers of Congressus. When a member has graduated, or the membership is lifted, his/her personal data is saved until the end of October of the following academic year after which the personal data is removed. Minor changes to this statement can be made by the board at any time. Members will be informed about these changes by mail.

### **Additionally collected information**

Any financial information gathered throughout the membership will be saved for at least seven years. The bank details of members who signed a continuous debit mandate will be kept within an address book within the bank account for the duration of the membership.

Furthermore, additional personal data can be collected by the board and/or committees. This data can consist of names for participant lists, including allergies if food is served, or sizes in case of

merchandise or activities like the ONCS. This data will be removed within one week after the activity or once its use has expired.

### **Photos**

Photos are made during activities of the association and members may be portrayed on these photos. These photos are displayed on the website behind the login and are thus shielded from non-V.C.M.W. Sigma members. The photos of alumni activities will be placed outside the login, because the alumni have no access to the site behind the login. Members may be portrayed on these photos. Photos will automatically be placed on the website, unless someone has indicated that he or she does not want photo(s) of him/her to be displayed. It is always possible to refuse the placement of photos or ask for removal of photos with the secretary.

The photos can also be displayed in the association magazine and on social media (Instagram, Facebook and LinkedIn), unless objected by someone present on the photo. At the start of the academic year, V.C.M.W. Sigma presents a 'Smoelenboek' in the association magazine with passport photos (from the education center) and names of the first year members. The 'Smoelenboek' will also be used in the next Almanac and on the website behind the login. Beforehand, members can refuse that their photos are displayed in the association magazine and/or Almanac and/or social media. Atmospheric pictures of certain activities can be sent to sponsors or be used as promotion of Sigma during events such as the introduction.

Photos, which have approval for publication are kept in a photo-archive on Google Drive, accessible to all members and benefactors. This archive goes back three years from the current academic year. Any of these photos including those from the website can be downloaded by members and benefactors at any time. These and older photos are saved on an external hard drive of V.C.M.W. Sigma for longer periods. (Former) members can then request these photos, but only the board can access these photos directly. Photos which do not have approval for publication are not saved.

## *Statement Personal Data V.C.M.W. Sigma for benefactors*

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Data of benefactors, which V.C.M.W. Sigma uses and needs for her membership management and services.

- Σ The **first and last name** are collected to distinguish between the members and benefactors.
- Σ The **student number** is collected as a unique identification number.
- Σ The **gender** is collected for the salutation of letters and/or personal emails.
- Σ The **date of birth** is used in determining whether someone is older or younger than 18 years old.
- Σ The **email address** is collected to keep in contact with benefactors. Every week a newsletter 't Maantje' will be sent, with information about the activities of the association, and other information which the board thinks useful for her benefactors. Furthermore, the benefactors are informed by email about General Meetings with the invitation and documents. Announcements from the board are sent by email as well.
- Σ The **mobile phone number** is collected to keep in contact with benefactors in case of emergency.
- Σ The **landline number and/or mobile phone number of parents/guardians** is/are collected to keep in contact with the parents or guardians of the benefactors in case of emergency.
- Σ The **address**, consisting of street name, house number, ZIP code, place of residence and country, is used for contact with the benefactors. The board sends a card for the invitation of the constitution drink and a Christmas card to her members and benefactors. Furthermore, the association magazine is sent to those who requested this.

It is always possible to see which personal data is collected with the secretary and request for a change, removal or addition. Full removal of your personal data will result in the dissolution of your benefaction period. Only the board of V.C.M.W. Sigma can see the personal data as stated above. This way the board can check if anyone is a benefactor at activities. Furthermore, the board needs the personal data for bachelor and master ceremonies. The data is collected on the secured servers of Congressus. When the benefaction period is lifted, his/her personal data is saved until the end of October of the following academic year after which the personal data is removed. Minor changes to this statement can be made by the board at any time. Benefactors will be informed about these changes by mail.

### **Additionally collected information**

Any financial information gathered throughout the benefaction will be saved for at least seven years. The bank information of benefactors who signed a continuous debit mandate will be kept within an address book within the bank account for the duration of the benefaction.

Furthermore, additional personal data can be collected by the board and/or committees. This data can consist of names for participant lists, including allergies if food is served, or sizes in case of merchandise or activities like the ONCS. This data will be removed within one week after the activity or once its use has expired.

## **Photos**

Photos are made during activities of the association and benefactors may be portrayed on these photos. These photos are displayed on the website behind the login and are thus shielded from non-V.C.M.W. Sigma members. The photos of alumni activities will be placed outside the login, because the alumni have no access to the site behind the login. Benefactors may be portrayed on these photos. Photos will automatically be placed on the website, unless someone has indicated that he or she does not want photo(s) of him/her to be displayed. It is always possible to refuse the placement of photos or ask for removal of photos with the secretary.

The photos can also be displayed in the association magazine and on social media (Instagram, Facebook and LinkedIn), unless objected by someone present on the photo. Beforehand, benefactors can refuse that their photos are displayed in the association magazine and/or Almanac and/or social media. Atmospheric pictures of certain activities can be sent to sponsors or be used as promotion of Sigma during events such as the introduction.

Photos, which have approval for publication are kept in a photo-archive on Google Drive, accessible to all members and benefactors. This archive goes back three years from the current academic year. Any of these photos including those from the website can be downloaded by members and benefactors at any time. These and older photos are saved on an external hard drive of V.C.M.W. Sigma for longer periods. (Former) benefactors can then request these photos, but only the board can access these photos directly. Photos which do not have approval for publication are not saved.

Data of alumni, which V.C.M.W. Sigma uses and needs for her alumni database management and services.

- Σ The **first and last name** are collected to distinguish between individual alumni.
- Σ The **gender** is collected for the salutation of letters and/or personal emails.
- Σ The **date of birth** is used to estimate at what stage of their career the alumnus is.
- Σ The **email address** is collected to keep in contact with alumni. The alumni are informed about activities organised by the Alumni Committee or any other interesting activities. Furthermore, alumni might be approached to give a lecture.
- Σ The **(mobile) phone number** is collected to keep in contact with alumni in case of emergency.
- Σ The **start year of studying and year of graduation** is collected to determine the cohort.
- Σ The **type of study** is collected for specific contact, based on the type of study.
- Σ The **field employer** is collected to give an overview of where our alumni end up after they have finished their studies. Also, the information might be beneficial when approaching companies for sponsorship.

It is always possible to see which personal data is collected with the secretary and request for a change, removal or addition. Only the board of V.C.M.W. Sigma can see the personal data as stated above. This way the board can check if anyone is a member or alumnus/alumna at activities. Furthermore, the board needs the personal data for bachelor and master ceremonies. The data is collected on the secured servers of Congressus. The personal data is saved until the alumnus/alumna indicates he wants to be removed from the database. Minor changes to this statement can be made by the board at any time. Alumni will be informed about these changes by mail.

#### **Additionally collected information**

Any financial information gathered will be saved for at least seven years. The bank information of alumni who signed a continuous debit mandate will be kept within an address book within the bank account for as long as the alumnus/alumna agrees with the storage of their personal data .

Furthermore, additional personal data can be collected by the board and/or committees. This data can consist of names for participant lists, including allergies if food is served. This data will be removed within one week after the activity or once its use has expired.

#### **Photos**

Photos are made during alumni-related activities and alumni may be portrayed on these photos. These photos will be placed on the website outside the login, because the alumni have no access to the site behind the login. Photos will automatically be placed on the website, unless someone has indicated that he or she does not want photo(s) of him/her to be displayed. It is always possible to refuse the placement of photos or ask for removal of photos with the secretary.

The photos can also be displayed in the association magazine and on social media (Instagram, Facebook and LinkedIn), unless objected by someone present on the photo. Beforehand, alumni can

refuse that their photos are displayed in the association magazine and/or Almanac and/or social media. Atmospheric pictures of certain activities can be sent to sponsors or be used as promotion of Sigma during events such as the introduction.

Photos, which have approval for publication are kept in a photo-archive on Google Drive, accessible to all members and benefactors. This archive goes back three years from the current academic year. Any of these photos including those from the website can be downloaded by members and benefactors at any time. These and older photos are saved on an external hard drive of V.C.M.W. Sigma for longer periods. (Former) members can then request these photos, but only the board can access these photos directly. Photos which do not have approval for publication are not saved.

## *Statement Personal Data V.C.M.W. Sigma for honorary members*

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Data of honorary members, which V.C.M.W. Sigma uses and needs for her membership management and services.

- Σ The **first and last name** are collected to distinguish between the members.
- Σ The **gender** is collected for the salutation of letters and/or personal emails.
- Σ The **email address** is collected to keep in contact with members. Every week a newsletter 't Maantje' will be sent, with information about the activities of the association, and other information which the board thinks useful for her members. Furthermore, the members are informed by email about General Meetings with the invitation and documents. Announcements from the board are sent by email as well.
- Σ The **(mobile) phone number** is collected to keep in contact with members in case of emergency.
- Σ The **address**, consisting of street name, house number, ZIP code, place of residence and country, is used for contact with the members. The board sends a card for the invitation of the constitution drink and a Christmas card to her members. Also the association magazine the 'G-mi' can be sent, if the honorary members wishes to receive it.

It is always possible to see your collected personal data with the secretary and request for a change, removal or addition. Only the board of V.C.M.W. Sigma can see the personal data as stated above. The data is collected on the secured servers of Congressus. When the membership is lifted, his/her personal data is saved until the end of October of the following academic year after which the personal data is removed. Minor changes to this statement can be made by the board at any time. Members will be informed about these changes by mail.

### **Additionally collected information**

Any financial information gathered throughout the membership will be saved for at least seven years. The bank information of honorary members who signed a continuous debit mandate will be kept within an address book within the bank account for the duration of the membership.

### **Photos**

Photos are made during activities of the association and honorary members may be portrayed on these photos. These photos are displayed on the website behind the login and are thus shielded from non-V.C.M.W. Sigma members. The photos of alumni activities will be placed outside the login, because the alumni have no access to the site behind the login. Honorary members may be portrayed on these photos. Photos will automatically be placed on the website, unless someone has indicated that he or she does not want photo(s) of him/her to be displayed. It is always possible to refuse the placement of photos or ask for removal of photos with the secretary.

The photos can also be displayed in the association magazine and on social media (Instagram, Facebook and LinkedIn), unless objected by someone present on the photo. Beforehand, members can refuse that their photos are displayed in the association magazine and/or Almanac and/or social media. Atmospheric pictures of certain activities can be sent to sponsors or be used as promotion of Sigma during events such as the introduction. The honorary members are shown on a separate page

on the website behind the login with name, picture, date of appointment as an honorary member and if possible the argumentation for this membership.

Photos, which have approval for publication are kept in a photo-archive on Google Drive, accessible to all members and benefactors. This archive goes back three years from the current academic year. Any of these photos including those from the website can be downloaded by members and benefactors at any time. These and older photos are saved on an external hard drive of V.C.M.W. Sigma for longer periods. (Former) members can then request these photos, but only the board can access these photos directly. Photos which do not have approval for publication are not saved.