

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. In the case that Congressus stops working, a back-up is saved on the secured servers of C&CZ. 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.