

1 Data declaration Deltaserat

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4 **I. General declaration of data collection**

5 1.1 As a sports association Deltaserat is dependent on having members, therefore Deltaserat only
6 processes data from its members. The collected data is only for the necessity of the member
7 administration.

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9 **2. Specific declaration of data collection**

10 2.1 – *When does Deltaserat collect data?*

11 2.1a Deltaserat collects data when one becomes a member of the association.

12 2.1b Deltaserat collects data when one has email exchanges with the board.

13 2.1c Deltaserat collects data when one applies for a position in the board.

14 2.2 – *Which processes are involved and which data is collected?*

15 2.2a When applying for membership Deltaserat collects the following data:

16 - Personal data: First and last name, date of birth, gender, portrait picture

17 - Contact data: Address, zip-code, email address, telephone number.

18 - Payment data: IBAN, BIC, preference of payment.

19 - Institution data: Student numbers from University of Groningen or Hanze
20 University of Applied Sciences.

21 - Health issues (non-mandatory).

22 2.2b When having email exchanges with the board Deltaserat collects the following data:

23 - Contact data: email address.

24 - Email traffic: All sent and received emails.

25 2.2c When applying for the board Deltaserat collects the following data:

26 - Motivation letter.

27 - CV.

28 2.3 – *Specific declaration data collection*

29 2.3a i The personal and contact data are used for contacting members and distinguishing
30 members from non-members.

31 2.3a ii The personal, contact and payment data are used for the collection of membership
32 contribution through direct debits.

33 2.3a iii The institutional data are used for signing in into the DMS database for the purpose
34 of the ACLO membership control.

35 2.3a iv Data regarding health issues are used to ensure the safety of all members during
36 trainings and to optimize the level of training (non-mandatory).

37 2.3b The email address and the email exchanges are saved to optimize future email
38 exchanges and to be used as 'black-on-white' evidence for made agreements.

39 2.3c The motivation letter and the CV will be used for the application process of
40 prospective board members.

41 2.4 – How long does Deltaserat save personal data?

42 2.4a The data will be saved until two academic years after sign-out. Afterwards the data
43 will be deleted.

44 2.4b If, due to circumstances, data will be stored for a longer period of time the
45 concerning member will be notified.

46

47 **3. Security measurements**

48 3.1 Deltaserat will do everything in its power to ensure the safety of the collected data.
49 Deltaserat takes into account changes in the association, the progress of IT and costs of security.

50 3.2 When one of the security measurements is changed all members will be informed.

51

52 **4. Data leaks**

53 4.1 When there is a data leak the board of Deltaserat will inform the members as quickly as
54 possible.

55 4.2 When it is known which data has been leaked the board will inform this to the members.

56 4.3 In case of a data leak the 'autoriteit persoonsgegevens' will be informed.

57 4.4 In case of a data leak Deltaserat will take immediate action to prevent further leaks.

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59 **5. Request for insight/deletion**

60 5.1 All members are at all times allowed to have insight in the data that is collected about them.
61 This can be requested by approaching the board personally.

62 5.2 All members are at all times allowed to request the deletion of some or all data collected
63 about them. This can be requested by approaching the board personally. Doing so may result in
64 termination of the membership as some data is necessary for the collection of membership
65 contributions.

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67 **6. Sharing with third parties**

68 6.1 Deltaserat shares the collected data with two external parties.

- 69 6.1a Deltaserat shares the student number of members with ACLO. This is because all
70 members are required to have a valid ACLO-card.
- 71 6.1b Deltaserat shares payment and some personal data with Rabobank. This is
72 mandatory for the processing of direct debits.

