

Privacy Statement

Please note that the Dutch version will be leading at all times.

S.K.V. Vakgericht attaches great importance to the protection of your personal data. In this Privacy Statement, we want to provide clear and transparent information about how we handle personal data.

We make every effort to ensure your privacy and therefore handle personal data with care. S.K.V. Vakgericht adheres in all cases to the applicable laws and regulations, including the General Data Protection Regulations. This entails that we in any case:

- Process your personal data in accordance with the purpose for which it was provided, these purposes and types of personal data are described in this Privacy Statement;
- Processing of your personal data is limited to only those data that are minimally necessary for the purposes for which they are processed;
- Asking for your explicit consent if we need it to process your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Not disclose personal data to other parties unless necessary to carry out the purposes for which it was provided;
- Are aware of, want to make you aware of and respect your rights regarding your personal data.

As S.K.V. Vakgericht we are responsible for the processing of your personal data. If after reading our Privacy Statement, or in a more general sense, you have questions about this or which to contact us, you can do so via the contact details at the bottom of this document.

Processing of personal data of members

Personal data of members are processed by S.K.V. Vakgericht for the following purpose(s):

- Membership record keeping;
- Membership fee;
- Collect contributions to events;
- Provide information;
- Event invitations;
- Enrolment of members in the Student Union;
- Registration of members with the KNKV.

Basis for this personal data is:

- Membership form.

For the above purpose(s), S.K.V. Vakgericht may request the following personal data from you:

- First name;
- Prefix;
- Last name;
- Initials;
- Address (street and house number);
- Zip code;
- Residence;
- Phone number(s);
- E-mail address;
- Date of birth;
- Enrolment date;
- KNKV membership number (*NL: bondsnummer*);
- Membership type;
- Student number;
- Bank information.

Your personal data will be stored by S.K.V. Vakgericht for the purposes of the aforementioned processing(s) for the period:

- For the period of being a member until up to two years after the membership is ended and then only in financial records for up to 7 years after the membership has ended;
- The following personal data will be kept in the archives beyond this time limit to contact at the time of a lustrum if no objection is made:
 - o First name;
 - o Prefix;
 - o Last name;
 - o Initials;
 - o Phone number(s);
 - o E-mail address;
 - o Enrolment date;
 - o Unsubscribe date.

Processing of personal data of donors

Personal data of donors are processed by S.K.V. Vakgericht for the following purpose(s):

- Collect donation;
- Provide information;
- Event invitations.

Basis for this personal data is:

- The donations form.

For the above purpose(s), S.K.V. Vakgericht may request the following personal data from you:

- First name;
- Prefix;
- Last name;
- Initials;
- Address (street and house number);
- Postal code;
- Residence;
- Phone number(s);
- E-mail address;
- Type of donation;
- Bank details.

Your personal data will be stored by S.K.V. Vakgericht for the purpose of the aforementioned processing(s) for the period:

- For the period of being a donor until up to 2 years after the donorship has been ended and thereafter only in financial records for up to 7 years after the donorship has been ended.

Processing of personal data of trainers

Personal data of trainers are processed by S.K.V. Vakgericht for the following purpose(s):

- Provide information;
- Event invitations;
- Registering with the KNKV;
- Payment of trainers.

Basis for this personal data is:

- With a volunteer trainer:
 - o The volunteer agreement.
- With a trainer employed by the UT Sports Centre:
 - o The employment contract.

For the above purpose(s), S.K.V. Vakgericht may request the following personal data from you:

- First name;
- Prefix;
- Last name;
- Initials;
- Address (street and house number);
- Postal code;
- Residence
- Phone number(s);
- E-mail address;
- KNKV membership number (*NL: bondsnummer*);
- Bank details.

Your personal data will be stored by S.K.V. Vakgericht for the purpose of the aforementioned processing(s) for the period:

- For the period of being a trainer until up to 2 years after being a trainer has ended and then only in financial records for up to 7 years after being a trainer has ended.
- In the archives, the following personal data will be kept beyond this period to contact at the time of a lustrum if no objection is made:
 - o First name;
 - o Prefix;
 - o Last name;
 - o Initials;
 - o Phone number(s);
 - o E-mail address;
 - o Coaching period.

Processing of personal data of board members

Personal data of board members are processed by S.K.V. Vakgericht for the following purpose(s):

- Register with the Chamber of Commerce (*NL: Kamer van Koophandel*)

Basis for this personal data is:

- Board registration form.

For the above purpose(s), S.K.V. Vakgericht may request the following personal data from you:

- Copy of proof of identity.

Your personal data will be stored by S.K.V. Vakgericht for the purpose of the aforementioned processing(s) for the period:

- During the period of being registered with the Chamber of Commerce as a board member.

Processing of personal data of event participants

Personal data of event participants are processed by S.K.V. Vakgericht for the following purpose(s):

- Provide information;
- Event invitations;
- Collection of charges.

Basis for this personal data is:

- Registration for the event.

For the above purpose(s), S.K.V. Vakgericht may request the following personal data from you:

- First name;
- Prefix;
- Last name;
- Initials;
- Phone number(s);
- E-mail address;
- Date of birth;
- Diet information;
- Bank details.

Your personal data will be stored by S.K.V. Vakgericht for the purpose of the aforementioned processing(s) for the period:

- During the event for up to 1 year after the event and thereafter only in the financial records for up to 7 years after the event.
- Diet information will be deleted a maximum of 1 month after the event.

Disclosure to third parties

We may provide the data you give us to third parties if this is necessary for carrying out the purposes described above.

Examples of sharing information with third parties are:

- Requesting financial information by the tax authorities from people who are employed by us or who receive a volunteer allowance;
- Registering members in Sportlink with the KNKV;
- Registering members in DMS with the Student Union;
- Providing information to the organisation of activities and work actions for which the person has registered.

We never pass on personal data to other parties with whom we have not concluded a processing agreement. With these parties (processors), we naturally make the necessary agreements herein to ensure the security of your personal data. Furthermore, we will not provide the data you provide to other parties, unless required and permitted by law. An example of this is when the police request (personal) data from us as part of an investigation. In such a case, we are obliged to cooperate and hand over these data. We may also share personal data with third parties if you give us written permission to do so.

We do not provide personal data to parties located outside the EU. An exception to this is the provision of details for participation in tournaments and activities outside the EU for which the person has specifically registered.

Minors

We only process personal data of minors (persons under 16 years of age) if written consent is given by the parent, guardian or legal representative.

Retention period

S.K.V. Vakgericht stores personal data no longer than necessary for the purpose for which it was provided or required by law.

Security

We have taken appropriate technical and organisational measures to protect personal data about you from unlawful processing, for example, we have taken the following measures;

- If necessary, personal data will be anonymised;
- We make backups of personal data to restore it in case of physical or technical incidents;
- Board members and committees have been informed about the importance of personal data protection;
- Committees are only granted access to personal data strictly necessary to perform committee tasks;
- Carrying out timely security updates on both the website and the systems on which personal data are processed;
- Changing passwords regularly.

Messages

S.K.V. Vakgericht can and may send its members, donors and trainers unsolicited information about activities and events of the association or of third parties, as well as other relevant information. This can be done by e-mail, post or other forms of communication. All these messages are sent based on OPT-In. The OPT-In is given by becoming a member, donor or trainer of S.K.V. Vakgericht.

S.K.V. Vakgericht can and may send former members and former trainers unsolicited information about activities of the association. This can be done by e-mail, post or other forms of communication. For all these messages an OPT-Out option exists. This possibility is actively offered by the sender.

Data breach

Despite the fact that S.K.V. Vakgericht handles privacy-sensitive data with great care, it may unexpectedly happen that a data leak occurs. S.K.V. Vakgericht will always report a data breach to the competent regulator/authority. Those involved will also be informed of the data breach at all times.

Photos

During events and activities, organised in whole or in part by S.K.V. Vakgericht, photographs and video recordings may be made. These photos and video recordings are filtered by the photo committee (Paparazcie) and published on S.K.V. Vakgericht's closed Flickr page. These photos and video recordings may additionally be published on social media channels and/or S.K.V. Vakgericht's website. Photos and video recordings may also be used in the association's magazine (Vakblad). Explicit permission will first be requested for publication in newspapers or magazines. The above applies mutatis mutandis to events and activities in which S.K.V. Vakgericht participates.

Reasonable interest, as described in Section 21 of the Copyright Act, is taken into account when publishing.

A removal request will always be honoured.

S.K.V. Vakgericht reserves all rights to the photographs and video recordings made.

Rights regarding your data

You have the right to access, rectify or delete the personal data we have received from you. You can also object to the processing of all or part of your personal data by us or one of our processors. You also have the right to have us transfer the data you have provided to yourself or on your behalf directly to another party. We may ask you to identify yourself before we can comply with the aforementioned requests.

Should we process your personal data on the basis of a consent given by you to this effect, you always have the right to withdraw this consent.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly about this. If we cannot work it out with you, we will of course find this very uncomfortable. You always have the right to lodge a complaint with the Personal Data Authority, the supervisory authority in the field of privacy protection.

Questions

If you have questions or comments following our Privacy Statement, please contact us!

Contact details

S.K.V. Vakgericht

Postbus 217

7500 AE

Enschede

bestuur@vakgericht.nl