

0. Introduction

This is revision 2 (20-08-2018) of the privacy policy of Study Association Arago. This text states the personal data processed by Arago, and how this data is handled.

In this tekst, the following definitions are used:

<i>Committee</i>	A committee as mentioned in section 20 in the articles of association
<i>Visitors</i>	Persons who visit the website of Arago
<i>Financial data</i>	The IBAN and the SEPA-authorisation
<i>Focus</i>	The periodical of Arago
<i>Mijn Arago</i>	The digital members portal of Arago

1. (Personal) data we process

a. Visitor data

Arago processes the following data of its visitors:

- IP address, to guarantee proper functioning of Arago's servers by preventing overload and to trace back technical issues.
- Page visits, for the purpose of Google analytics. See also section 6.

All data cannot be retraced to individuals.

b. Member data

Arago processes the data of its members and of people that supply their personal data to Arago themselves. Including the data mentioned in subsection 1a, Arago processes the following personal data:

- Full name
- Date of birth
- Gender*
- Phone number
- Email address
- Address
- Financial data
- Student number
- Student email address *
- Study programme
- NNV-number*
- Photos*

The goals and justifications for processing the aforementioned data are mentioned in section 2. Items marked with an asterisk are optional, and thus a member is not obliged to provide them. However, for participation in certain non-mandatory activities, members can still be obligated to supply this data. You can give the programme staff of Applied Physics permission to share your profile picture in Osiris with Arago for our 'Smoelenboek.' The 'Smoelenboek' is used, for instance, to check your age when ordering alcohol at a drink of Arago. During all activities, photos can be taken. These photos can be published on the website and television-page of Arago. Personal data can be removed when requested, see section 7.

c. Bijzondere en/of gevoelige persoonsgegevens

For certain activities, Arago may require additional personal data. This data will be requested upon signing up for said activity, and will be removed after the activity or after the period defined in section 4. Signing up for and participating in activities is not mandatory. Arago can request and process the following data::

- Dietary preferences, for members with non-standard eating patterns.
- Allergies and medication, for the health of our members.
- Copy of passport or ID-card, for (study)trips.
- Contact details of parents and/or guardian, for study(trips) and parents' day.

2. Goals and justifications of processing

Arago processes personal data for the following ends. Justification on which the processing relies, is also indicated.

- a. Keeping the members' administration up-to-date, in order to meet the goal of the association.
- b. Determination of age, in order to conform to the law.
- c. Collecting contribution, in order to carry out an agreement.
- d. Carrying out the collection of internal balance.
- e. Communication possibilities:
 - As a primary communication medium, in order to transmit vital information.
 - Transmitting GMA documents, in order to conform to the law.
 - Information exchange between committee members, to enable the proper functioning of committees.
 - Transmitting the newsletter*
 - Transmitting career opportunities and third party activities*
- f. Organising and offering participation possibilities for activities, in order to meet the goal of the association.
- g. Sending the Focus*
- h. Study-related data:
 - Validating whether a member is a student at the University of Twente, in order to carry out an agreement.
 - Determining the voting entitlement of a member for the GMA, in order to conform to the law
- i. Placing the name of a member on Arago's television on their birthday.*

Ends marked with an asterisk are optional.

3. Automated decision making

Arago does not make decisions based on automated processing of data that can have any consequence for individuals. All decisions are made by relevant committees, the board, and/or the GMA. Automated processing of data can have an influence on the outcome of these decisions.

4. Storage period

After the termination of a membership, Arago will delete the associated personal data. After termination, the data will be stored for at least the following periods:

- a. At least fourteen months after the final invoice
- b. Eight months after termination of the membership

Data will be deleted within four months of said periods' expiration. No data will be deleted as long as a member is still indebted to the association or if you are charged in a committee of Arago. Financial data will be stored for at least eight years after termination of the membership, due to the fiscal obligation to store this data. The full name and the data generated as a result of membership of a committee will not be deleted for archiving purposes.

Special data, as mentioned in section 1c, will be deleted within two months after the end of the activity for which they have been supplied.

5. Sharing data with third parties

Arago does not sell personal data to third parties and will only supply data in case this is required to fulfil our processing goals as mentioned in section 2, or when this is required to conform to the law. Arago signs a processor agreement with third parties that process data from Arago's members, in order to guarantee the confidentiality of the data of Arago's members. Arago has (a) processor agreement(s) with the following party/parties:

- a. Gildeprint Drukkerijen, for sending the Focus.

For some activities, such as (study trips), data is shared with third parties. Arago also signs processor agreements for these activities.

6. Cookies

Arago uses cookies for its visitors via its digital systems. These cookies are used for the following purposes:

- a. Retaining sessions, to facilitate lasting logins.
- b. Tracking website visits through Google Analytics.

A visitor can disable cookie storage in the settings of their web browser. Information stored in the past can also be removed in the browser settings.

7. Gegevens inzien, aanpassen of verwijderen

Members have the right to access, change and delete their data. This is possible on the "Gegevens"-page under "Administratief & ICT" in Mijn Arago. Furthermore, members have the right to revoke the permission to process their data, or to object to the processing of their data by Arago. This may alter the status of their membership. In addition to this, members have a right to data portability, meaning that ARago will send all the personal data it has of that member to them. Data can be removed, as long as all processing goals and ends are met.

If a member wants to exercise these right or has questions and/or remarks regarding the processing of their data, they can make a request by mailing bestuur@arago.utwente.nl. In this request, clearly indicate what data it concerns, or, in the case of photos, which files it concerns. To verify your identity, Arago requires the attachment of a copy of a piece of identification, in which the portrait, MRZ (the bar at the bottom of a passport containing text), document number, and citizen service number have been blacked out, in order to save-guard the member's privacy. Arago will reply within four weeks.

Arago wants to inform that its members have the possibility to file a complaint with the national supervisor, the Autoriteit Persoonsgegevens (Data Protection Authority). This can be done via the website of the DPA: autoriteitpersoonsgegevens.nl/en/.

8. Protection of personal data

Arago takes the protection of personal data seriously and takes precautions to prevent abuse, loss unauthorised access, undesirable publication and unauthorised changes to all of its data. Examples of such precautions are regular checks of logs, keeping digital systems, anti virus software and operating systems up-to-date. If a member is under the impression that their data is not being properly protected, and/or that there are indications of abuse, they should contact the admins at security@arago.utwente.nl.

9. Changes to the privacy policy

The privacy statement can be changed by the board.

Upon a change of the privacy policy, members will be informed of this change in one of the following ways:

- a. An email to their primary email address;
- b. A popup during their first visit to digital system of Arago after the change.