

Privacy Policy

Stichting Erasmus Student Network Utrecht

Last updated: June 10, 2021

Effective from: August 25, 2021

Thank you for choosing to make use of our services at Erasmus Student Network Utrecht. In this document we ("ESN Utrecht", "we", "us", "our") lay out how we will collect, process, store and use your data. To ensure a safe and secure community, we are committed to protecting your personal data and your right to privacy. Therefore we encourage you to read through this document carefully.

If you have any questions or concerns about this privacy policy, or our practices with regards to your personal information, please contact us at info@esn-utrecht.nl.

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1. Which personal data does ESN Utrecht collect from me?

Due to the nature of our organisation, we collect different types of personal data depending on your involvement within the organisation. Please consult the categories below to see which data collection procedures apply to you. We will only retain your personal data for as long as it is necessary for the purposes set out below.

1.1 ESNcard holders

When you buy an ESNcard at ESN Utrecht we collect your personal data for administration purposes, (mail)deliveries, statistics used for advocacy and for the sending of newsletters and a confirmation of payment.

We collect the following personal data:

- First and last name
- Email address
- Street name and house number
- Zip code
- City
- Higher Education Institute
- Type of study (e.g. exchange student, full time bachelor degree etc.)
- Home country
- Whether you are a volunteer at ESN Utrecht (and if yes, in which way you are active as a volunteer).

All ESNcard holder data that can be traced back to an individual will be stored no longer than two years after subscription. The Secretary of the Executive board is responsible for the deletion of this data.

1.2 Volunteers

Our volunteers are required to purchase an ESNcard at our section which serves as a membership fee for one year. Therefore, we collect the same data of our volunteers as of our

ESNcard holders. Additionally, we collect data for further communication purposes from our volunteers.

We collect the following personal data:

- Phone number

All volunteer data will be stored no longer than two years after registration as a volunteer for ESN Utrecht and can be deleted upon request. After this period, and in the case one registered to become an alumni after their volunteering period, all relevant data (see 'Alumni section') will be transferred to the Alumni database. The remaining data will be removed immediately.

1.2.1 Declaration

When you declare any costs you made on our behalf through our declaration form, we collect your personal data to issue a refund.

We collect the following personal data:

- Name
- Email address
- IBAN number
- Name on bank card

For declarations a longer retention period is required by Dutch authorities (such as tax, accounting or other legal requirements). We have to retain the data mentioned above for a maximum period of seven years.

1.2.2 Application procedure

When you follow an application procedure at ESN Utrecht we collect your personal data to ensure a smooth application procedure.

We collect the following personal data:

- First and last name
- Email address

- Curriculum Vitae (this includes name, contact details, study background, professional background and other information provided there by the applicant).

This data will be removed at the end of the academic year in which the application took place or upon request.

1.3 Activity participants

When you join an activity of ESN Utrecht we collect personal data to contact you about the activity (before and after the activity) and to ensure a smooth organisation, thereby optimizing our services.

We collect the following personal data:

- First and last name
- Email address
- Activity-specific data; examples include but are not limited to
 - Phone number
 - Age
 - Dietary preferences
 - Allergies
 - Etc.

All activity participant data will be removed after a maximum period of 2 weeks, or upon request. The Secretary of the Executive board is responsible for the deletion of this data.

1.4 Alumni

When registering as a volunteer for ESN Utrecht one is asked whether they would like to become an alumnus after their volunteering period.

We collect the following and store the following personal data in our alumni database.

- First and last name
- Email address
- ESN Utrecht volunteer experience

All ESN Utrecht alumni data that can be traced back to an individual will be removed upon request.

2. Who has access to my personal data?

The general rule is that only the Executive Board has access to the personal data you shared with us. Next to that the IT Coordinator of ESN Utrecht has access to all data stored within our Google Workspace environment. The IT Coordinator is responsible for the digital infrastructure of ESN Utrecht. To ensure a functioning and above all a safe digital environment within the Google Workspace, the IT Coordinator has access to all data stored within it.

If the service we provide is organised by one of our organising committees, they will also have access to your data for the purpose of organising the activity. Only if necessary, they will also share the relevant personal data with external parties involved in the organisation of the activity, such as venues, transportation services, restaurants etc..

Furthermore for the purposes of financial audit, the Finance Committee has access to the declaration files and the separate committee shared drives.

3. What external services do you use to process my personal data?

For the purpose of processing and storing your personal data, we make use of several third parties:

1. We use the Google Workspace from Google Inc to manage our volunteer database, Pretix to sell tickets and MailChimp to create and send our newsletters. We have signed processor agreements with these parties.
2. A list of all members' first and last name may be checked by the University of Humanistics, Marnix Academie and Tio Utrecht to calculate the amount of members from the specific higher education institutions and to assess the eligibility for financial support for ESN Utrecht from the higher education institute in question. We have signed processor agreements with those parties.

3. We will not hand over your data to any other third parties that are not directly involved with the services we provide or the events we organise, unless you have given your explicit consent or we are obliged to do so by law or a court order.

4. What legal grounds do you have for processing my personal data?

All the data that we collect (see section ‘Which personal data does ESN Utrecht collect from me?’) and the processing we do is based upon the underlying agreement, the services we provide you with or the approval you have given. Through the processing of your data we make sure that we can offer our services in the best way possible.

5. How is my personal data protected?

We make use of the Google Workspace from Google Inc, Pretix and Mailchimp in order to collect, process and store your personal data. As mentioned in the section ‘What external services do you use to process my personal data?’, the servers from these companies are in countries which the European Commission declared adequate. We have signed processor agreements with these parties.

In the case of breach of our data protection which leads to (potential) serious adverse effects on the security of your personal data, we will inform the Dutch Data Protection Authority. You always have the right to send a letter of complaint to the Dutch Data Protection Authority yourself. The people concerned will be informed of any breach of our data protection that is likely to have adverse effects for your personal privacy.

6. What are my rights with regards to this Privacy Statement?

Apart from the above stated right to contact the Dutch Data Protection Authority, you have the following rights with regards to our Privacy Statement:

- The right to an explanation about which personal data we have and what it is being used for.
- The right to review the exact personal data that we have of you.
- The right to correct errors.
- The right to have personal data deleted.
- The right to limit the processing of your personal data.
- The right to request data in a digital format.
- The right to withdraw the consent that you have given to use your personal data.
- The right to object to certain usages of your personal data.

7. Are you going to change your Privacy Statement?

We will keep this document up to date and we will make sure that if our services or data processing procedures change, that this document changes along with it. The most recent version will be posted on our website (www.esn-utrecht.nl), with a changed 'last updated' date at the first page.

8. How can you contact us about this policy?

If you have questions or comments about this policy, you may email us at info@esn-utrecht.nl or by post to:

Erasmus Student Network Utrecht
Princetonplein 9
3584 CC Utrecht
The Netherlands

You can contact us for:

- More information on how we process your personal data;
- Questions about this privacy policy;
- Insight into the personal data that we collect about you;

- Requests for removal of your personal data, to the extent to which we are allowed to remove them by law, for correction of your personal data, and for transfer of your personal data to a third party, e.g. another organisation;
- Notification of (suspected) security breaches;
- Complaints against our use of your personal data.

We will respond to your request within 30 days.