

# **General Data Protection Regulation**

The General Data Protection Regulation comes into effect on May 25, 2018. This is part of the European privacy law (GDPR). This means that we must better protect collected data.

## **1. Personal data**

AEGEE-Amsterdam handles personal data with care. The personal data is digitally available to the chairman at all times and the committee members of the WebCie. This data is protected by passwords and is only communicated through encrypted devices. A Privacy Coordinator has been appointed within the board who enforces the rules. If you deregister as a member of AEGEE-Amsterdam, all your personal data will be deleted with the exception of the data necessary to comply with the tax retention obligation.

### **a. Agreement**

AEGEE-Amsterdam requires a number of personal data to execute the membership agreement. This personal information is required to complete and sign the registration form. The following information will always be available to the board, the WebCie chairman and the WebCie committee members at your profile on the website.

In order to execute the membership agreement, AEGEE-Amsterdam is in need of your IBAN, initials and surname. This data must be kept for seven years to comply with the tax retention obligation.

AEGEE-Amsterdam requires the date of birth to execute the membership agreement and to comply with the Statutes. Members must be over seventeen years old and under 30 years old. The date of birth is removed when deregistering as a member or alumnus.

AEGEE-Amsterdam requires to record the start of membership to implement the membership agreement. The start of membership is necessary to determine whether someone may become an alumnus. The start of membership is deleted when you deregister as a member or as an alumnus.

To apply for a board grant, AEGEE-Amsterdam requires the institution, student number and study. This data will be deleted when you unsubscribe as a member or as an alumnus.

AEGEE-Amsterdam requires the e-mail address to execute the membership agreement for an account on the site, the newsletter, confirmation of registrations and important information. The

e-mail address will be deleted when you unsubscribe as a member or as an alumnus.

AEGEE-Amsterdam has, to comply with HR and Statutes, the right to keep the quorum and vote outcomes seven years for the validity of the vote.

## **b. Legal**

Due to the tax retention obligation, AEGEE-Amsterdam is legally obliged to keep registration forms, declaration forms and financial statements for seven years. This data, on which your initials, surname and IBAN are recorded, will be kept for seven years. After this period has expired, these papers will be shredded.

## **c. Permission general personal data**

AEGEE-Amsterdam is legally required to obtain permission for the processing of a number of personal data. This permission is given by means of a signature on the registration form or on the website. You can find the information, modify and delete it at any time.

With regards to this data, x can indicate themselves which data is visible on x's profile on the website. By deleting data from x's profile, the data will also be deleted from the database and further processing will stop. By making sure data is no longer visible to members on x's profile, the data will not be deleted from the database and processing will continue. Your first name, last name, age and mobile phone number are visible by default until they are selected to be no longer visible. If you deregister as a member of AEGEE-Amsterdam, all this data will be deleted.

AEGEE-Amsterdam requires permission to store and process address data. These are used to send the Europe Session, if you would like to receive a paper version of this magazine, for sending cards by the board and to send packages for activities, if you are registered for the activity.

AEGEE-Amsterdam requires permission to store and process mobile telephone numbers, both of you and of a parent and/or guardian. A parent and/or guardian's telephone number is used to contact them in the event of an emergency. Your telephone number will be used to contact you in case of last-minute changes for events and to add you to group apps for committees and other AEGEE-Amsterdam groups, such as the hosting database app.

AEGEE-Amsterdam requires permission to store and process a clothing size. This information is used to order clothing for activities, such as a T-shirt for the introduction weekend. By knowing the clothing sizes of all members of AEGEE-Amsterdam, a good estimate can also be made when ordering different sizes of merchandise.

AEGEE-Amsterdam requires permission to store and process kilometers traveled. This information is used to award the travel trophy.

AEGEE-Amsterdam requires permission to store and process passwords. You give this permission when you become a member of AEGEE-Amsterdam and get an account on the website. The passwords are stored encrypted.

AEGEE-Amsterdam requires permission to store and process usernames. You give this permission when you become a member of AEGEE-Amsterdam and get an account on the website.

AEGEE-Amsterdam needs permission to track your activity on the website. You give this permission when you become a member of AEGEE-Amsterdam and get an account on the website.

## **d. Permission for images**

### *External channels*

If checked as such on the registration form and/or the profile of x on the website, x gives the association AEGEE-Amsterdam permission to use photos/visual material taken of x during association activities for communication and promotional purposes in the form of publication on the association's external website and/or external social media channels.

The association will not store the data for longer than necessary for the purpose for which it processes the data of x.

X may withdraw consent at any time. The processing of personal data carried out before the withdrawal of consent remains lawful. After withdrawal, the association will no longer post photos/visual material of x on the external website and/or external social media channels without verbal or written permission.

Withdrawal of the permission granted can be done by notifying the board by e-mail or written notice.

### *Internal channel*

On the basis of legitimate interest, x, as a member of the association AEGEE-Amsterdam, automatically gives permission to use photos/visual material taken of of the association.

The association will not store the data for longer than necessary for the purpose for which it processes the data of x.

X may withdraw consent at any time. The processing of personal data carried out before the withdrawal of consent remains lawful. After withdrawal, the association will no longer post photos/visual material of x on the internal website and/or internal social media channels without verbal or written permission.

Withdrawal of the permission granted can be done by notifying the board by e-mail or written notice.

## **2. Special personal data**

AEGEE-Amsterdam requires permission to store and process special personal data. These are data that have a higher privacy sensitivity than 'normal' personal data. The special personal data that AEGEE-Amsterdam stores and processes is information about a diet or an allergy. This information is processed by AEGEE-Amsterdam to meet the wishes of the members and to take into account their dietary requirements or possible (life-threatening) allergies. The board, the chairman and the committee members of the WebCie can always view this. For an activity, the KookCie receives a list of participants and their possible dietary requirements and/or allergies, obtained from the Privacy coordinator and the KookCie coordinator.

## **3. Protection of personal data**

### **a. Protection**

AEGEE-Amsterdam protects the personal data of its members very carefully. The chairman and the committee members from the WebCie are the only ones with access to the entire digital database of data. The board can request the necessary information for an activity, with the permission of the Privacy coordinator and WebCie coordinator. The board has access to the data on paper in the office. These are secured through adequate key management. The data is kept in locked cabinets and a safe. Registrations can also be viewed by committee members under the supervision of the relevant coordinator during the registration at the social drinks. The KasCie inspects the declaration forms during meetings with the treasurer.

### **b. Data breach**

The Privacy Coordinator keeps track of which personal data are available to whom at what time

and ensures that AEGEE-Amsterdam complies with the GDPR. In the event of a data breach, members will always be informed by email. In the event of data leaks, the Privacy Coordinator will decide whether this should be reported to the Dutch Data Protection Authority. This depends on the severity of the data breach. The number of people involved, the privacy sensitivity of the data and the time of the data breach are taken into account.

### **c. Non-disclosure agreement**

The board, de WebCie chairman, the committee members of the WebCie and members of all special bodies, as defined in the preamble of the HR, come into contact with privacy-sensitive personal data. When appointed to this position, they must sign the confidentiality statement, as can be found on the AEGEE-Amsterdam website under “Documents”. There are two non-disclosure agreements.

One of these, called the non-disclosure agreement Confidential Body, concerns only the Confidential Body. The other is the general non-disclosure agreement that covers all other special bodies, the board, the WebCie chairman and committee members of the WebCie. In the event of an emergency, third parties will have access to this personal data. For example, contacting an expert with a question in the IT field. This will be submitted to the Privacy Coordinator, who will consider whether third parties should be allowed access.

### **d. Third party processing agreement**

AEGEE-Amsterdam only works with third parties who also comply with the GDPR legislation.

## **4. Right**

### **a. Oblivion**

Members of AEGEE-Amsterdam have the right to be forgotten. This means that all personal data and special personal data on paper and digitally are deleted. The Privacy Coordinator has four weeks to respond to the member's request and delete the data. Excepted from this are personal data that must be retained according to the tax retention obligation. These are the initials, the last name and the IBAN. These must be retained for seven years to comply with the tax retention obligation.

## **b. Insight**

Members have the right to see which personal data and special personal data AEGEE-Amsterdam stores and processes about them. If a member claims this right, the Privacy Coordinator has four weeks to meet the member's request. An appointment will be made to inspect the personal data at the office with the Privacy Coordinator. Your own digital personal data that you provided when registering can be viewed by the member at any time in the profile on the website.

## **c. Correction**

Members have the right to correct their personal data if it has been stored and processed incorrectly. The Privacy Coordinator has four weeks to respond to the member's request and adjust the data. The member can adjust their digital data obtained during registration at any time in the profile on the website.

## **5. Other**

AEGEE-Amsterdam reserves the right to change the privacy policy. Members will be notified of this by email. The complete privacy policy can be requested from the Privacy Coordinator.