

Privacyverklaring

Fysisch-Mathematische Faculteitsvereniging

October 5, 2018

The Fysisch-Mathematische Faculteitsvereniging (FMF) processes the personal information of her members to realise her primary goals, as defined in her statutory documents. This privacy statement has been drafted to agree with the *Algemene Verordening Persoonsgegevens* (AVG) for Dutch legislation, also known as the General Data Protection Regulation (GDPR) through European legislation.

1 Necessity of processing personal information

Your personal information will only be processed by the FMF when you engage in a membership contract, become an alumnus member, join the FMF's introduction camp or become a donor. It is not possible to enroll for a membership or become a donor of the FMF when you refuse to provide the required personal information on the membership form. No automatic profiling will take place based on the provided personal information. Personal information that we process during your membership or donor period and a brief argumentation why we need that information are:

- Name and surname: for identifying members or donors;
- Gender: for generating statistics for comparison with the composition of the studies;
- Email address: for sending newsletters or invitations for general member's assemblies (GMA's);
- Address: for sending the quarterly magazine 'Periodiek';
- Phone number: for contacting members for committees or other urgent matters;
- BIC-number: for deducting membership or donor costs and activity costs;
- IBAN: for deducting membership or donor costs and activity costs;
- Enrollment date: for administrative purposes (e.g. consulting the archives);
- Date of birth: For determining the appropriate legislation based on age;
- Membership type: for determining e.g. the voting rights at GMA's;
- Study: for generating statistics of membership in specific studies;
- Student number: for requesting grants at the university;
- Study start year: for targeted emails for senior students, such as career related events;
- NNV-number: collected for the purpose of making cooperation with the NNV easier (subsidies);
- Medical information: to ensure the safety of the participants, we briefly store medical information like allergies or medical complications.

The FMF does not process special personal information as determined by the GDPR, such as medical information or country of origin, neither does the FMF aim to process personal information of persons under sixteen years of age.

2 Sharing personal information

The FMF does not supply personal information to third parties, unless there is reasonable ground to do so. The FMF never sells personal information to third parties.

New personal information will incidentally be provided to organisation outside of the European Union. With these companies a processing agreement has been struck. The FMF has an agreement with these companies to accomplish her primary goals or to make these goals easier to accomplish, for example through optimising information supply to members through statistics obtained from the mailing lists.

Third parties that we structurally exchange personal information with are Google, The Rocket Science Group, the University of Groningen and Exact Online. With these parties, a processing agreement has been signed. The organisations are only supplied with the personal information that is required to execute the tasks that they are contracted for.

3 Security of personal information

The FMF processes your personal information on her own infrastructure and at third parties. For maintaining your personal information on her own infrastructure, the FMF has taken precautions to guarantee the confidentiality of the information. Examples of these precautions are:

- Anti-virussoftware installed on the workstations of the FMF;
- TLS: the website of the FMF makes use of a secure connection (https);
- DKIM, SPF and DMARC: this software is installed on the servers of the FMF to try to minimise the amount of spam or viruses that are delivered to your email.

For maintaining information at third parties, the FMF has struck processing agreements with third parties to guarantee the confidentiality and confinement of your information.

4 Storage period of personal information

The FMF stores your information for a term that can be reasonably expected to be required to accomplish her primary goals. When you want to have your personal information removed, this imposes the end of your member- or donorship. To meet administrative legislation in the Netherlands, the FMF stores your information up to one year after ending your member- or donorship, by statutory basis. Information on payments however is required to be stored for a longer term and therefore will be removed after seven years, as is required by tax laws.

5 Your rights

You have to right the view your personal information that the FMF possesses, conform article 15 of the GDPR. You also have the right to correct or remove your personal information, conform article 16. Corrections of your personal information can be supplied through your personal account at mijn.fmf.nl or by sending an email to the secretary of the FMF through secretaris@fmf.nl.

When you wish to view the information the FMF has of you, you can send a written request to the secretary of the association through secretaris@fmf.nl. The FMF will try to fulfill your request within four weeks.

When you no longer want the FMF to process your personal information, you can submit a migration request (right to data portability, article 20). The FMF will supply you with your personal information in a machine format such as CSV, XML or JSON, such that you can potentially supply this information to a new organisation.

Requests by writing in physical form can be sent to the address of the FMF:

Fysisch-Mathematische Faculteitsvereniging
Nijenborgh 4
9747 AG, Groningen

Besides this address, the FMF can also be contacted by phone via 050 - 363 41 55 or physically in the university building Nijenborgh 4, room 5111.0053.

6 Complaints

When you would like to submit a formal complaint regarding the processing of your personal information by the FMF, you can contact the Authority Personal information (AP). This can be done through a digital form, accessible through autoriteitpersoonsgegevens.nl, although we appreciate it if you could first contact us through board@fmf.nl to try and solve your issues.