

ASVA privacy statement

The ASVA Student Union, located at Nieuwe Achtergracht 170, 1018 WV Amsterdam, is responsible for the processing of personal data as shown in this privacy statement.

Our contact information:

ASVA Student Union

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www.asva.nl

Studentenbalie@asva.nl

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About our privacy policy

The ASVA Student Union cares a lot about the privacy of its members. We therefore only process data that we need for (improving) our services to our members. The processing register, which can be found later in this privacy statement, states which data is collected by the ASVA Student Union from which persons and for what purposes. To request the processing register, members can contact the Student Desk via the contact details at the bottom of this statement. We never make members' data available to third parties for commercial purposes, unless we have received explicit permission from you, or in an anonymized form.

This privacy statement applies to membership of the ASVA Student Union and the services provided therein. The effective date for the validity of these conditions is 14-04-2023. With the publication of a new version, the validity of all previous versions expires. This privacy statement describes which information about members is collected by the ASVA Student Union, what this information is used for, and with whom and under what conditions this information may be shared with third parties. We also explain how we store members' data, how we protect this data against misuse, and what rights a member has regarding the personal data they provide to the ASVA Student Union. If there are any questions about this privacy statement, please contact the ASVA Student Union.

About the data we process

Membership

We handle the data of our members with care. Data is shared as little as possible with employees but can be shared within the ASVA Student Union. In addition, we have a number of external programs at the ASVA Student Union that each process data from our members. Below is an explanation of which services these are, and how they use this data. These companies are all Dutch/European; data is therefore not shared outside the EU. For membership, it is necessary that a number of basic details are provided to us. Which data this is, is described in the table below.

Congressus

A membership administration program is used for the member administration. Currently, this is Congressus (<https://congressus.nl/>). This is a frequently used, high standard membership administration program, which maintains a basic standard of privacy requirements and data handling. Member data is well protected and is not used for purposes other than those described in the table below.

Datum	Goal	Mandatory ?	Reason	retention period
First name	Identification, membership	Yes	Permission	Until the end of membership
Last name	Identification, membership	Yes	Permission	Until the end of membership
Street name	Any mail Registration direct debit authorization	Yes	Permission	Until the end of membership
House number	Any mail Registration direct debit authorization	Yes	Permission	Until the end of membership
Postal Code	Any mail Registration direct debit authorization	Yes	Permission	Until the end of membership
Place name	Any mail Registration direct debit authorization	Yes	Permission	Until the end of membership
Country	Possible post-Registration direct debit authorization	Yes	Permission	Until the end of membership
phone number	Contact with members	Yes	Permission	Until the end of membership
E-mail address	Contact with members	Yes	Permission	Until the end of membership

Preferred Language	Legible communication	Yes	N/A	Until the end of membership
Institution	Verification of being a student	Yes	N/A	Until the end of membership
Student number	Verification of being a student	Yes	Permission	Until the end of membership
Partner Association	Discount on membership	No	N/A	<1 day
Newsletter	Send newsletter	Yes	N/A	Until deregistration
GA invitations	Send invitation ALV	Yes	N/A	Until deregistration
Vacancies	Send vacancies	Yes	N/A	Until deregistration
Membership number	Unique identifier in system	N/A	Permission	Up to 3 years after deregistration
Frame number last purchased bicycle	Identifier of a purchased bicycle	N/A	N/A	Up to 3 years after deregistration

Table 1

Bicycle sales

For bicycle sales, member data is not stored separately, but the purchased bicycle is linked to the membership. People who have bought a bicycle in the past three years, but are no longer a member, can still request their frame number and membership number. This data is kept for three years after unsubscribing.

Mailchimp

Emails are sent using Mailchimp, a program that makes it easy to send many emails. Should a member agree to receive emails (such as the newsletter and ALV invites), their name and email address will be shared with Mailchimp.

Exact Online

Exact Online is used for the bookkeeping of The ASVA Student Union. This records when a direct debit is made to which members for the payment of their membership. We also keep track of whether members have reversed or returned the direct debit. The only data that is processed here is the name and account number of the member. Pursuant to the fiscal retention obligation, we must retain this data for a period of seven years.

For what purpose and on what basis do we process personal data

The ASVA Student Union only uses the personal data of members for the benefit of their membership of The ASVA Student Union. Their data is shared with third parties in the case of membership administration, bicycle sales administration, and accounting administration. These third parties are all bound to secrecy on the basis of the agreement between them and the ASVA Student Union.

Cooperation in tax and criminal investigations

In some cases, the ASVA Student Union may be required by law to share data in connection with government tax or criminal investigations. In such a case, we are forced to share data.

Retention periods

How long the ASVA Student Union retains members' data is described in the table under 'Membership'. Pursuant to the fiscal retention obligation, we must keep invoices with personal data for a period of seven years.

Members' rights in relation to their personal data

Based on the applicable Dutch and European legislation, members of The ASVA Student Union have certain rights with regard to the personal data processed by or on behalf of The ASVA Student Union. Below is an explanation of which rights these are, and how members can invoke these rights.

- Right of access
 - Members always have the right to view the data that they (have) processed by the ASVA Student Union and that relate to them as a person or can be traced back to that. Members can submit a request to that effect at the student desk. Within two weeks, ASVA will send a copy of all data with an overview of the processors and locations where this data is known.
- Right to rectification
 - Members always have the right to have the data that they (have) processed by the ASVA Student Union and that relate to them as a person or that can be traced back to them, adjusted. They can use the ASVA Student Union request for this. Members will then receive a response to their request within two weeks. If their request is granted, ASVA will send them a confirmation that the data has been changed through the e-mail address known to us.
- Right to restriction of processing
 - Members always have the right to limit the data that they process or have processed by the ASVA Student Union that relate to them as a person or that can be traced back to that. They can send the ASVA Student Union a request, including motivation. They will then receive a response to their request within two weeks. If their request is granted, ASVA will send them a confirmation to the e-mail address known to us that the data will no longer be processed until they lift the restriction.
- Right to portability
 - Members always have the right to have the data that they (have) processed by the ASVA Student Union and that relate to them as a person or can be traced back to that, to another party. They can request the ASVA Student Union to do so. ASVA will then send a response within two weeks. The ASVAS student union then sends to the e-mail address known to us copies or copies of all data about members that we have processed or that have been processed by other processors or third parties on our behalf. In all likelihood, ASVA can no longer continue the service in such a case, because the secure linking of data files can then no longer be guaranteed.
- Right of objection and other rights
 - In appropriate cases, members have the right to object to the processing of their personal data by or on behalf of the ASVA Student Union. If they object,

we will immediately cease further data processing pending the handling of the objection. If the objection is well-founded, we will make copies and/or copies of data that we process or have processed available to members and take appropriate measures. Members also have the right not to be subject to automated individual decision-making or profiling. We do not process data in such a way that this right applies. If members believe that this is the case, they can contact the ASVA Student Union.

To make use of one or more of these rights, you can send a request to Studentenbalie@asva.nl. To ensure that the request for inspection has been made by you, we ask you to enclose a copy of your proof of identity with the request. Make your passport photo, MRZ (Machine Readable Zone, the strip with numbers at the bottom of the passport), passport number and BSN black in this copy to protect your privacy.

We will respond to your request as quickly as possible but at the latest within four weeks. You always have the option to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

Cookies

The ASVA Student Union only uses technical cookies, functional cookies, and analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your computer, tablet, or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and, for example, remember your preferred settings. We can also use this to optimize our website. You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information previously saved via the settings of your browser.

Changes to this privacy statement

The ASVA Student Union reserves the right to change its privacy policy at any time. The website always contains the most recent version. If the new privacy statement has consequences for the way in which your already collected data is processed, you will be notified by e-mail.

How we secure personal data

The ASVA Student Union takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized changes. If you feel that your data is not properly secured or there are indications of abuse, please contact us at Studentenbalie@asva.nl.

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