



# Privacy policy ASVA

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

The ASVA Student Union

CREA 1.10 (second floor)

Nieuwe Achtergracht 170

1018 WV Amsterdam

[www.ASVA.nl](http://www.ASVA.nl)

[Studentdesk@asva.nl](mailto:Studentdesk@asva.nl)

+31 6 39625931

## Privacy policy ASVA Student Union membership

This privacy policy applies to the membership of the ASVA Student Union (hereinafter ASVA). This privacy policy describes what kinds of personal data of members are collected by ASVA, how these data are used and with whom and under what conditions these data can be shared with third parties. It also explains how ASVA stores members' data and what rights a member has regarding the personal data they provide to ASVA. The effective date for the validity of these terms and conditions is 30-02-2026. With the publication of a new version, the validity of all previous versions will expire. If there are any questions regarding this privacy statement, members can contact the Student Desk at [Studentdesk@asva.nl](mailto:Studentdesk@asva.nl).

## The nature and scope of personal data

ASVA processes the personal data of their members based on the membership agreement. It is mandatory for members to provide the data below to ASVA as it is essential for the membership benefits offered by ASVA. ASVA collects the personal data of their members described below for the following purposes:

- Members' first and last name and birth date are used for identification purposes;
- Members' addresses are processed for any direct debit and mail mandates;
- Members' phone numbers and email addresses are used for communication purposes;
- Members' educational institution and student numbers are used to verify that members are students. If requested by an educational institution, ASVA can share with them the student numbers of their students who are members of ASVA;



- Members' bank account numbers are used for possible transaction purposes;
- Members are registered by ASVA with a membership number. This is used to uniquely identify members in the membership administration system.;

The personal data of members is carefully processed by ASVA. The data is not provided to third parties nor to parties outside the EEA. For membership administration a specialized program is used. Currently this is Congressus (<https://congressus.nl/>). ASVA retains your personal data for three months after the end of membership. This retention period is established so that ASVA is offered sufficient time to process outstanding payments with members. A backup of Congressus is uploaded to Google Drive, this however is deleted every month.

ASVA uses Exact Online for their bookkeeping. In this program, ASVA processes the invoices for membership fees. The first name, last name and account number of members who transfer the contribution manually are stored in Exact Online. If a member does not return a loaned item on time, their first name, last name and account number will be kept in connection with the retained deposit until the item is returned. In addition, the following personal data is kept in Exact Online compliant with tax retention requirements for a period of 7 years: first and last name, account number and BIC number.

The ASVA Legal Aid Office processes personal data received by them for legal assistance. These are personal data that students have personally shared with the Legal Aid Office for the purpose of legal services. These personal data are carefully kept for as long as necessary to provide these services.

### Right of data subjects

Based on Dutch and European legislation, members of ASVA have certain rights with respect to personal data processed by ASVA. The following explains which rights these are and how members can invoke these rights.

1. Right of access: Members have the right to ask what personal data ASVA processes about them.
2. Right to restrict processing: Members have the right to ask ASVA to stop using their personal data.
3. Right to delete data: Members have the right to ask ASVA to delete their personal data.
4. Right to restrict processing: Members have the right to ask ASVA to stop using their personal data.

To exercise one or more of these rights, members can send a request to [Studentdesk@asva.nl](mailto:Studentdesk@asva.nl). ASVA will respond as soon as possible to the request, but no later than two weeks. Members always have the option to file a complaint with the national supervisory authority, the Authority for Personal Data (de Autoriteit Persoonsgegevens). This can be done through the following link:

<https://autoriteitpersoonsgegevens.nl/en/submitting-a-tip-off-or-a-complaint-to-the-dutch-dpa>

### Future changes to this privacy policy



ASVA reserves the right to modify this privacy policy at any time. The website always contains the most recent version. If the new privacy statement affects the way members' personal data are processed, members will be informed by e-mail. If there are any questions about this privacy statement, members may contact the Student Desk at [Studentdesk@asva.nl](mailto:Studentdesk@asva.nl).