

Privacy statement

In this document the privacy statement of the study association for Nanobiology (S.V.N.B. Hooke) will be explained. The purpose of this document is to explain which personal data S.V.N.B. Hooke collects, what this personal data is used for, when this data is deleted, and which measures the association takes to protect this data.

S.V.N.B. Hooke respects the privacy of her members and alumni and meets the requirements of the General Data Protection Regulation (GDPR). If you have any questions or doubts after reading this privacy statement, you can contact the board of S.V.N.B. Hooke.

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Table of Contents

General.....	3
Categories of persons.....	3
Categories of data.....	3
Primary personal data.....	3
Additional personal data.....	4
Purpose storage personal data.....	5
Access, modify and erase personal data.....	5
Processing personal data.....	5
Sharing personal data.....	5
Security of personal data.....	6
Appendix 1: Primary Personal Data.....	7
Appendix 2: Services.....	9
Activities.....	9
Travel.....	10
Career.....	12
Committees.....	14
Invoices.....	14
Appendix 3: Website.....	16

General

Categories of members

S.V.N.B. Hooke saves data of all kinds of members (ordinary members, external members, members of merit, members of the advisory board, former board members, former members the advisory board, members of honour and donors. Ordinary members and external members have to sign in via the website of S.V.N.B. Hooke, the website of the OWee or the subscription form attached to the letter regarding the introduction weekend and supply all their data personally. The other members are asked to become a member in a specific category. Their data will be collected after active permission.

Categories of data

The personal data that we collect from members is classified into two categories: primary personal data and additional personal data. Primary personal data is the data we collect from all members. This data is supplied by the member when the member registers for the association after active permission of the member. To provide certain additional services, S.V.N.B. Hooke needs additional data. This personal data will be supplied by the member during registration for the service.

During registration, the member agrees to the by-laws, the internal regulations, this privacy statement and the other regulations of S.V.N.B. Hooke. The member agrees with the collection of primary personal data by S.V.N.B. Hooke. If the member registers for extra services provided by S.V.N.B. Hooke, the member agrees that the association can collect additional personal information.

Primary personal data

During the registration for the association, we ask for some primary personal data. Registration takes place via the website of S.V.N.B. Hooke (see appendix 3), via the website of the Owee or via the subscription form attached to the letter regarding the introduction weekend. The mandatory fields are marked with an asterisk (*). All other fields are optional.

During registration for S.V.N.B. Hooke, we ask for the following primary personal data from ordinary and external members.

- Surname and first name, including initials*
- Date of Birth*
- Address*
- Cohort*
- Phone number*
- Email address*
- NetID*
- Name of contact person in case of emergency*

- Phone number of contact person in case of emergency*
- Bachelor/Master/Exchange/Transfer*
- Ability to understand Dutch*
- Photo

All the other members supply the following personal data during registration:

- Surname and first name, including initials
- Phone number
- Email address
- Address
- Date of birth

We collect the following personal data from our alumni:

- Surname and first name, including initials
- Phone number
- Email address
- Address
- Date of birth
- Date of graduation
- Master
- Committees/board
- Employer
- Position

Additional personal data

S.V.N.B. Hooke offers several services to her members. These services are mostly carried out by committees of the association. The services provided by S.V.N.B. Hooke are classified in the following categories:

- Career
- Travelling
- Activities
- Committees
- Invoices

Providing several extra services, might require additional personal information. S.V.N.B. Hooke may request, process and/or share personal data, provided that the participant meets the following two requirements:

- The member has agreed to this privacy statement
- The member has registered for a service of S.V.N.B. Hooke

These services and the required personal data will be highlighted in appendix 2.

Purpose of processing personal data

S.V.N.B. Hooke uses stored personal data for the following purposes:

- Providing services to members and alumni
- Organising activities for members and alumni
- Informing members and alumni on the current affairs of the association, activities of third parties, and changes regarding the association and her services.
- Sending of the members mail (monthly) and the magazine (four times a year)
- Analysing visits on the website to optimise the website

An extensive explanation on the purpose of storing personal data can be found in appendix 1.

Access, modify and erase personal data

All members and alumni of S.V.N.B. Hooke have the right to access, modify or erase their personal data. To start this process, you can email the secretary of the board at secretaris-hooke@tudelft.nl.

The personal data of members will be erased within three years after the termination of the membership unless a member becomes alumnus at S.V.N.B. Hooke. In this case, personal data will be stored until the alumni indicates that he does not want to continue this relationship. The secretary makes sure this is correctly executed.

The period in which additional personal data is stored, is described in appendix 2. The board member responsible for the committee concerned, is responsible for the deletion of the personal data.

Processing personal data

All members that encounter personal data of members and/or alumni in any way have to sign a confidentiality agreement. This includes the board members and almost all committee members. The board of S.V.N.B. Hooke has access to all personal data (both primary and additional personal data). Committees can only access the personal data necessary to provide their services.

Sharing personal data

S.V.N.B. Hooke does not share personal data with third parties, unless the member has given written permission or if this is necessary to provide a service that the member is registered for. Study results can be shared with Central Student Administration of Delft University of Technology to check which members are still a student at Delft University of Technology. Other examples of processors are accounting software Exact or ING.

S.V.N.B. Hooke has an agreement with all third parties that process personal data of members and/or alumni to guarantee the necessary levels of protection and confidentiality.

Promotional material including imagery and/or footage of members will only be displayed after consulting the member in question.

Security of personal data

S.V.N.B. Hooke believes protecting personal data is extremely important and takes measures to prevent unwanted processing and/or unwanted distribution of the data. We have strict protocols for both the board and the committees regarding the processing and storage of personal data. Personal identifiable information that is stored both online and offline is protected from unauthorised people. Only the board of S.V.N.B. Hooke can give permission to access this data.

If despite all our efforts something went wrong, at S.V.N.B. Hooke or an external processor, causing a data breach, S.V.N.B. Hooke will report this to the *Autoriteit Persoonsgegevens*. Besides this, we will contact the members and/or alumni impacted by this data breach. We will try to limit the negative consequences caused by this data breach.

If you believe that your personal data is inappropriately handled, please contact bestuur-hooke@tudelft.nl.

Appendix 1: Primary Personal Data

Below, you will find an overview of the primary personal data of members and/or alumni that S.V.N.B. Hooke processes and the purposes of this processing.

Personal Data	Purpose of Processing
Family name and first name, including initials	Names are collected in the database and used to communicate with members and/or alumni on the associations and her services.
Date of birth	The date of birth is used to determine if members are allowed to buy alcohol. The names of the members that are underaged are shared with <i>Stichting Bar Het Lab</i> to ensure enforcement of the law. Besides, the date of birth is used in the category travel. For members of merit and members of honour, the date of birth can be used to send a birthday card.
Address	Addresses are used to send mail and the association's magazine.
Year of first start of the study	This year is used to determine if participants meet the admission requirements of certain activities. Besides, this can be used during the selection for different activities. This year is also used during targeted promotion of events.
Phone number	Phone numbers are used to approach members and/or alumni with specific questions.
Email	Email addresses are used to send the member mail, promotion of our own activities and promotion of activities of third parties.
Family name and first name of contact in case of emergency	During emergencies (like accidents or injury) we contact this person.

Phone number of contact in case of emergency	During emergencies (like accidents or injury) we contact this person.
Study phase	The study phase is used to determine if participants meet the admission requirements of certain activities. Besides, this can be used during the selection for different activities. The study phase is also used during targeted promotion of events.
Employer	The employer of alumni is stored to inform students on the possibilities after graduating. This can also be used to set up a collaboration with this employer.
Function	The function of the alumni is stored to inform students on the possibilities after graduating. This can also be used to set up a collaboration with the employer.

Appendix 2: Services

S.V.N.B. Hooke provides several services to her members and alumni. These are largely made possible by our committees. Providing these extra services requires the processing of extra personal data. This personal data is divided into five categories:

- Travel
- Career
- Activities
- Committees
- Invoices

Additional personal data is stored for the following period:

- Financial data is deleted within three years after termination of the membership.
- Imagery is stored for an indefinite term.
- The remainder of the personal data is deleted within three months after termination of the membership.

Activities

For an activity organised by S.V.N.B. Hooke, the personal data below can be requested and processed, on top of the primary personal data.

Personal Data	Purpose of Processing
<i>Financial</i> <ul style="list-style-type: none">● IBAN● BIC● Invoice authorization	<ul style="list-style-type: none">● Financial data can be processed and shared with the accounting software Exact and ING to carry out invoices and to recognise transactions.
<i>Health</i> Miscellaneous <ul style="list-style-type: none">● Allergies● Use of medication	<ul style="list-style-type: none">● Allergies can be processed and shared with accommodations and eateries.● Use of medication can be shared with professionals in case of emergency.
<i>Identification</i> Driver's license <ul style="list-style-type: none">● Copy of driver's license (shielded*)● Driver's license number● Nationality	<ul style="list-style-type: none">● Driver's license data can be shared with transport services to organise transport.

<ul style="list-style-type: none"> ● Surname ● First name ● Date of birth ● Place of birth ● Sex ● Date of issue ● Expiration ● Photo ● Length ● Signature 	
<p><i>Imagery</i></p> <ul style="list-style-type: none"> ● Imagery ● Footage ● Audio recordings 	<ul style="list-style-type: none"> ● Imagery and/or footage can be saved, processed and shared to capture activities. This material can be erased upon a written request to the board.

*Make sure your social security number and the Machine-Readable Zone of the driver's license are unreadable on the copy.

Travel

For a trip organised by S.V.N.B. Hooke, the personal data below can be requested and processed, on top of the primary personal data.

Personal Data	Purpose of Processing
<p><i>Identification</i></p> <p>Passport</p> <ul style="list-style-type: none"> ● Copy of passport (shielded*) ● Passport number ● Nationality ● Surname ● First names ● Date of birth ● Place of birth ● Date of issue ● Expiration ● Photo ● Length ● Signature ● Place of birth 	<ul style="list-style-type: none"> ● Passport data can be processed by and/or shared with transport agencies (for example: airlines) to organise transport. ● Passport data can be processed by and/or shared with accommodations to organise accommodation. ● Passport data can be processed by and/or shared with other companies (for example: traveling agencies) to organise travel and/or accommodation. ● Passport data can be shared with companies to organise visits (for example: office, laboratories) ● Passport data can be shared with third parties in case of emergencies (for example: injury, loss of passport).

<p>Driver's license</p> <ul style="list-style-type: none"> ● Copy of driver's license (shielded*) ● Driver's license number ● Nationality ● Surname ● First name ● Date of birth ● Place of birth ● Sex ● Date of issue ● Expiration ● Photo ● Length ● Signature ● Place of birth 	<ul style="list-style-type: none"> ● Driver's license data can be shared with transport services to organise transport.
<p><i>Health</i></p> <p>Health insurance care</p> <ul style="list-style-type: none"> ● Copy of health insurance card (shielded*) ● Health insurance card number ● Surname ● First name ● Sex ● Date of issue <p>Miscellaneous</p> <ul style="list-style-type: none"> ● Allergies ● Use of medication 	<ul style="list-style-type: none"> ● Data on health can be shared with third parties in case of emergencies. ● Allergies can be processed and shared with accommodations and eateries.
<p><i>Financial</i></p> <ul style="list-style-type: none"> ● IBAN ● BIC ● Invoice authorization 	<ul style="list-style-type: none"> ● Financial data can be processed and shared with the accounting software Exact and ING to carry out invoices and to recognise transactions.

<p><i>Miscellaneous</i></p> <p>Student numbers</p> <p>Study results</p> <ul style="list-style-type: none"> • Study progress <p>Participation</p> <ul style="list-style-type: none"> • Motivation letter • CV 	<ul style="list-style-type: none"> ● Miscellaneous data can be processed during selection procedures. ● Student numbers can be shared with SGZ vaccination center for discounts on vaccinations.
<p><i>Imagery</i></p> <ul style="list-style-type: none"> • Imagery • Footage • Audio recordings 	<ul style="list-style-type: none"> ● Imagery and/or footage can be saved, processed and share to capture activities. This material can be erased upon a written request to the board.

*Make sure your social security number and the Machine-Readable Zone of the driver's license are unreadable on the copy.

Career

For a career-related activity organised by S.V.N.B. Hooke, the data below can be requested and processed, on top of the primary personal data.

Personal Data	Purpose of Processing
<p><i>Study data</i></p> <ul style="list-style-type: none"> ● Study progress 	<ul style="list-style-type: none"> ● Study data can be processed during selection procedures.
<p><i>Participation</i></p> <ul style="list-style-type: none"> ● Motivation Letter ● CV 	<ul style="list-style-type: none"> ● This data can be processed and shared with third parties for selection procedures.
<p><i>Identification</i></p> <p>Passport</p> <ul style="list-style-type: none"> ● Copy of passport (shielded*) ● Passport number ● Nationality ● Surname ● First names 	<ul style="list-style-type: none"> • Passport data can be shared with companies to organise visits (for example: office, laboratories)

<ul style="list-style-type: none"> ● Date of birth ● Place of birth ● Date of issue ● Expiration ● Photo ● Length ● Signature <p>Driver's license</p> <ul style="list-style-type: none"> ● Copy of driver's license (shielded*) ● Driver's license number ● Nationality ● Surname ● First name ● Date of birth ● Place of birth ● Sex ● Date of issue ● Expiration ● Photo ● Length ● Signature ● Place of birth 	
<p><i>Health</i></p> <p>Miscellaneous</p> <ul style="list-style-type: none"> ● Allergies ● Use of medication 	<ul style="list-style-type: none"> ● Allergies can be processed and shared with accommodations and eateries. ● Use of medication can be shared with professionals in case of emergency.
<p><i>Imagery</i></p> <ul style="list-style-type: none"> • Imagery • Footage • Audio recordings 	<ul style="list-style-type: none"> ● Imagery and/or footage can be saved, processed and share to capture activities. This material can be erased upon a written request to the board.

*Make sure your social security number and the Machine-Readable Zone of the driver's license are unreadable on the copy.

Committees

To compose, operate and evaluate committees of S.V.N.B. Hooke the data below can be requested and processed, on top of the primary personal data.

Personal Data	Purpose of Processing
<i>Study data</i> <ul style="list-style-type: none"> ● Study progress ● Student number 	<ul style="list-style-type: none"> ● Study progress can be processed during selection procedures. ● Student numbers can be shared with the Central Student Administration of Delft University of Technology for possible compensation.
<i>Participation</i> <ul style="list-style-type: none"> ● Committee interest ● Board interest 	<ul style="list-style-type: none"> ● Data on committee and board interest can be processed during selection procedures.
<i>Financial</i> <ul style="list-style-type: none"> • IBAN • BIC 	<ul style="list-style-type: none"> • Financial data can be shared with Central Student Administration for possible compensation.
<i>Evaluations</i> <ul style="list-style-type: none"> • Committee evaluations 	<ul style="list-style-type: none"> • Evaluations of committees can be processed to develop the association.

Invoices

To process invoices, the data below can be requested and processed, on top of the primary personal data.

Personal Data	Purpose of Processing
<i>Financial</i> <ul style="list-style-type: none"> ● IBAN ● BIC 	<ul style="list-style-type: none"> • Financial data can be processed and shared with the accounting software Exact and ING to carry out invoices and to recognise transactions.

Appendix 3: Website

S.V.N.B. Hooke is the processor of the data she acquires on her website (www.hooke.tudelft.nl). This website is hosted on the webserver of Delft University of Technology. For more information on the privacy statement of Delft University of Technology, sent your questions to privacy-tud@tudelft.nl.

The website of S.V.N.B. Hooke uses several cookies and collects data of visitors. In this appendix, more information will be provided on which cookies are used, which data we collect and how this data is used.

Cookies are small files that collect data on the use of the website. These can be downloaded and saved on the device used to visit the website. S.V.N.B. Hooke uses both functional and analytical cookies.

Functional cookies

Functional cookies are necessary for the functioning of the website. They are responsible for the security of the website and translating the webpages. If these cookies are blocked, S.V.N.B. Hooke cannot guarantee the correct functioning of the website.

Analytical cookies

Analytical cookies are collected to monitor the behaviour of visitors of the website. This gives S.V.N.B. Hooke the opportunity to improve her website and optimise the user experience. S.V.N.B. Hooke used Google Analytics to analyse the number of visitors and their behaviour. For more information of the privacy statement of Google, see <https://policies.google.com/privacy?hl=en>

It is possible to block Google Analytics cookies, see <https://tools.google.com/dlpage/gaoptout?hl=nl/>