

# H.V. Ockham Privacy Statement

Current version: 14-01-2019

## 1. Honoursvereniging Ockham

You are currently reading the privacy statement of honours association Ockham (hereinafter referred to as: H.V. Ockham). H.V. Ockham is an honours association which aims at creating and maintaining a community for honours students at the University of Twente. In doing this, the association organises multiple activities for its members.

To be able to do this, H.V. Ockham collects data of its members. Therefore, it is important for you to know what your data is being used for and how you can clarify your wishes with regard to this data to H.V. Ockham.

If you are not comfortable with H.V. Ockham's utilisation of your data, do not hesitate to contact us!

[privacy@hvockham.nl](mailto:privacy@hvockham.nl)

Citadel H209  
Hallenweg 15,  
7522NC Enschede

Chamber of Commerce (KVK) number: 08209433

## 2. Purpose of Data Collection

H.V. Ockham collects data for the following purposes:

### 2.1. Activities

H.V. Ockham organises all kinds of activities. H.V. Ockham uses your phone number to contact you during activities. Your phone number is also used regularly for quick communication within H.V. Ockham. In case you do not want H.V. Ockham to use your phone number, you can choose to not provide this information. This will not negatively influence your membership at H.V. Ockham. All important information will also be shared with you over email.

Furthermore, photos will be taken during activities. During your registration, you can choose to not give permission to take photos of you or to publish them. H.V. Ockham will then try to not publish photos of you and will delete photos that were accidentally taken of you. In the case that

your photos did get published without your permission, you can contact us and then we will remove your photos immediately.

## 2.2. Communication

H.V. Ockham communicates essential information, such as changes made to this document and the collection of contribution, via email. Furthermore, your email address is used for communication concerning important changes to your account on the website (such as changing your password). To be able to do this, H.V. Ockham must have your email address. In addition, your email address will be used for promoting purposes, by means of a newsletter. You can always unsubscribe from this newsletter via either the website or the link in the newsletter itself.

## 2.3. Website

To be able to login on the website, H.V. Ockham needs to have your student-number or employee-number. On one hand, this is to verify you are affiliated with the University of Twente, since this is a requirement of the Student Union. Furthermore, your student/employee-number is used as your username on the website.

You also need to have a password on our website. Passwords on our website are encrypted and not accessible by anyone within the association.

## 2.4. Financial administration

During your registration at the association, you have the option to authorize H.V. Ockham to send recurrent collection instruction for contribution and other debts to your bank. To be able to send these instructions to your bank, H.V. Ockham needs to have the following information:

- IBAN (bank account number)
- Name
- Address
- Residence and country
- Signature
- Place and date of signing

If you did not authorize H.V. Ockham, then the contribution will be collected with an alternative payment method. This could for example be done with a cash payment or a bank transfer. The payment method and the year of payment are stored in our administration for all possible payment methods.

## 2.5. External affairs

For the sake of external affairs, H.V. Ockham is collection data about your current study. This information will be shared anonymously with external parties. If you have an objection to this,

you are free to not share this information with H.V. Ockham. This will not negatively influence your membership at H.V. Ockham.

## 3. Processors

H.V. Ockham has data processing agreements with the following companies. This means your data will also be processed by these companies.

### 3.1. G Suite

To be able to send and receive emails, we have a data processing agreement with Google. If you send an email to an address that ends with @hv-ockham.nl or @hvockham.nl then this means your email will be processed by Google.

### 3.2. MailChimp

For automatically sending emails, we have a data processing agreement with MailChimp. When you are registered as a member of H.V. Ockham, your first name, surname and email address will be communicated to MailChimp. If you have an objection to this, get in contact with us. We can stop the processing of your personal data at MailChimp. This does imply that you may not receive interesting and important emails.

### 3.3. Webruimtehosting

For enrolling in activities and publishing photos (if you gave permission for that), data will be stored at Webruimtehosting. The following data will be processed by Webruimtehosting: Student/employee-number, First name, Surname, Email address and Pictures (if you gave permission). Changes to your email address will automatically be communicated from the website to MailChimp.

## 4. Storage period

In principle, your data will be stored as long as you are a member of H.V. Ockham. When you cancel your membership, all data will be deleted within 12 month after paying all open debts, except for financial data which we need to archive by law. All data that we need to keep by law (like contribution payments and the in section 2.4 mentioned information for a recurrent collection instruction), will be kept for at least 7 years after cancelling your membership. Afterwards also these data will be removed within 12 months.

## 5. Security

All paper copies of your data will be stored in a locked filing cabinet which only the board can access. Your data will be processed by the companies and systems mentioned before, in addition to a protected local storage drive.

The personal data processed by H.V. Ockham and/or abovementioned third parties, are only accessible by the corresponding parties. Measures are taken to ensure no unrightful access to these data occurs. All software is protected with at least a password. Our local storage drive uses two-step verification.

In the unlikely event that your personal information is accessed unrightfully, then the Autoriteit Persoonsgegevens (dutch privacy watchdog), will be informed as well as you.

Your visits to the website are protected with an SSL certificate, which means that your connection to H.V. Ockham is private. You recognize this private connection by the lock symbol in your browser.

## 6. Your rights

As a member of H.V. Ockham you have the following rights.

### 6.1. Right to inspect

At all times, you have the rights to ask for all your personal information stored by H.V. Ockham. To use this right, you can contact H.V. Ockham via email. You will then get an extract of your data at H.V. Ockham.

### 6.2. Right to rectify

Is your information incorrect or has something changed? You have the right to let it get rectified by H.V. Ockham. Besides, you can change your email address on the website.

### 6.3. Right to transfer

Do you need your data that H.V. Ockham has to switch to another party or service, then you can use your right to transfer. If you want to use this right, contact H.V. Ockham. We will then transfer your data to the other party.

## 6.4. Right to delete data

Do you not want H.V. Ockham to keep your data anymore. Then you can use the right to delete your data, as long as you have no outstanding debts at H.V. Ockham and you cancel your subscription. Data that is called optional in section 2, can be removed at any time on your request.

## 6.5. Right to file a complaint

You have the right to file a complaint at the Autoriteit Persoonsgegevens, if you think H.V. Ockham is not adhering to privacy legislation. You can do so by visiting [this](#) link.

## 6.6. Right to stop data processing

Do you not want H.V. Ockham to use your data anymore? Then you have the right to revoke your permission that allowed H.V. Ockham to process your data. This does not cause data processing of before your repeal to be unlawful. Usage of this right causes your membership to end, since the processing of the non-optional personal information is a necessary prerequisite. Naturally, we cannot stop using your data if it is required by law, and if there is still outstanding debts.

# 7. Obligations

As member of H.V. Ockham, you are obligated to inform the association of changes to the following data:

- Name
- Email address
- (Former) student/employee-number (because the statutes say you should be affiliated with the University of Twente in some way.)

If you have given an authorization for recurrent collection instructions, then you are also obligated to inform us of changes to data as mentioned in section 2.4

H.V. Ockham as the right to disclose data when:

- This is required by law, or
- H.V. Ockham considers it justified to serve a legal request or process, or
- To protect the rights, properties, and safety of H.V. Ockham.