

# Privacy Policy Study Association Di-Et-Tri

This is the privacy policy of study association Di-Et-Tri, located at Droevendaalsesteeg 2, room 110, Wageningen, signed into the Chamber of Commerce with the number 40123884.

The association highly values the protection of your personal data. This privacy policy aims to provide clear information on the way your data is being processed. We will take any necessary steps to maintain and secure your privacy and for that reason, we handle your personal data with utmost care. The association will adhere to all relevant legislature concerning data management and protection, including the General Data Protection Regulation (Algemene Verordening Gegevensbescherming) at all times. The president of study association Di-Et-Tri is responsible for keeping this privacy policy up to date and the treasurer is responsible for keeping the members database up to date.

## Responsible Party

As study association Di-Et-Tri, we are responsible for processing your personal data. In case you have any questions or remarks about the privacy policy or any other business and wish to contact us, we heartily invite you to send an e-mail to [diettri@wur.nl](mailto:diettri@wur.nl).

## Data we process

Study association Di-Et-Tri only processes your data if you make use of our services and/or if you voluntarily share this data with us. If you sign up to be a member of study association Di-Et-Tri, the following data will be stored:

- Name and address details
- Date of birth
- Registration number
- e-mail address
- Study
- Start year study
- IBAN number
- Contribution preference
- Membership type
  - Regular member,
  - Alumni,
  - or donor.
- Start date membership
- Termination date membership
- Committee membership

This data will be stored in the Member Database provided and secured by the WUR. Only the board has access to this database. The treasurer will manage the administration by adding new members, removing former members and adjusting data during membership. The president replaces the treasurer during absence and will only access the database when the treasurer is absent. All board members are obliged to sign a non-disclosure agreement, preventing them from sharing this data with third parties.

## What we use this data for

The members' (regular member, alumni or donor) personal data can be used to:

- Send the weekly newsletter. (e-mail address and start year study)
- Send the 3-monthly magazine of study association Di-Et-Tri, the 'Health Issue' (name, address and committee membership)
- Collect membership contribution. (name, contribution preference, IBAN number and email address)
- Send messages to specific target groups. (name, membership type, e-mail address, study, gender, start date membership, termination date membership and committees)
- Check whether the member is of legal drinking age when attending activities that include alcoholic consumption. (name and date of birth)
- Be put in the Almanac. (name and start year study). Before the Almanac is published there will be an outgoing mail to all members, informing them of this fact. If they do not wish for their data to be put in the Almanac, they can choose so and send an email to [almanakcie.diettri@wur.nl](mailto:almanakcie.diettri@wur.nl).

### Data collection periods

Personal data of members will be stored for as long as they are a member and for the rest of the remaining academic year and a one-year period afterwards. Financial administration will be stored for seven years.

### Third-party sharing

Study association Di-Et-Tri exclusively shares data with third parties (processors) when this is required to continue providing our service to you or when we are legally obligated to.

Currently, these processors are:

- Webpower. Study association Di-Et-Tri uses their online platform. They receive email addresses, sorted by start year of study, allowing study association Di-Et-Tri to send the weekly newsletter.
  - Webpower has a privacy & cookie statement and automatic data processing approved by Wageningen University and Research to ensure the privacy and security of our members.
- Facebook. Di-Et-Tri has an open Facebook page on which photos of our activities can be posted. When one doesn't want their photos taken to be put on Facebook, they can indicate that when they sign up for activities or send an e-mail to [diettri@wur.nl](mailto:diettri@wur.nl).
- Di-Et-Tri website. Di-Et-Tri has a website from YourHosting on which the board, previous boards and committees are displayed (name and photo). Members can also look at photos from activities when they log in to their account on the website. When one doesn't want their photos taken to be put on the website, they can indicate that when they sign up for activities or by sending an e-mail to [diettri@wur.nl](mailto:diettri@wur.nl)
  - YourHosting has a privacy policy approved by the General Data Protection Regulation (GDPR).
- Instagram. Di-Et-Tri has Instagram pages for the board and committees. Pictures of activities can be posted on those Instagram pages. When one doesn't want their photos taken to be put on Instagram, they can indicate that when they sign up for activities or send an e-mail to [diettri@wur.nl](mailto:diettri@wur.nl).
- LinkedIn. Di-Et-Tri has LinkedIn pages for the board and the Lecture and Excursion Committee. Pictures of activities can be posted on those LinkedIn pages. When one

doesn't want their photos taken to be put on LinkedIn, they can indicate that when they sign up for activities or send an e-mail to [diettri@wur.nl](mailto:diettri@wur.nl).

All processors have agreed to:

- Never use personal data for personal purposes, but only to confirm to the instructions of study association Di-Et-Tri and to keep providing their service.
  - Personal data may be used to meet legal requirements like court orders.
- Make sure appropriate technical and organizational measures are being taken to protect the data from loss or unlawful processing.

### **Data breach protocol**

Study association Di-Et-Tri has an extensive script in case personal data is being processed or available for processing by unauthorized third parties. In case of a data breach, the president will be responsible for handling the steps as described in the script, unless the nature of the breach demands otherwise.

### **Changing the privacy policy**

Study association Di-Et-Tri will regularly renew this privacy policy to keep it up to date. The website will always contain the most recent version and the association recommends you to access this on a regular basis. In case of important changes, the association will notify its members via email or the website.

### **Viewing, changing or removing personal data**

You have and maintain the right to view, change or remove whatever personal data we may have collected or stored. Should you desire this, contact us via [diettri@wur.nl](mailto:diettri@wur.nl) and we will respond as soon as possible. We will always send you confirmation. Do you receive confirmation, but did you not change your preferences yourself? Please let us know as quickly as possible.

In case you have any questions or remarks, you can contact us via:

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