



**Amsterdams
Chemisch
Dispuut**

Privacy agreement of Amsterdams Chemisch Dispuut

Date: 26 June 2018

Place: Amsterdam

This privacy agreement describes how the Amsterdams Chemisch Dispuut, henceforth be known as 'the ACD', uses and protects the personal data that you provide us. The ACD strives to protect your privacy as well as possible and will make sure that all processing of your personal data will be in accordance to this privacy agreement. The ACD can always adjust this agreement, so make sure you visit this page regularly to see whether you agree with possible changes. In case of modifications with great impact, the people who are impacted will be informed.

Version management

Date	Modifications	Notification
24 May 2018	First version	All (ex-)members, benefactors, honorary members and members of merit were notified.
4 June 2018	Website is SSL-encrypted, some grammatical changes.	
26 June 2018	Clarification of which personal data is shared with which third parties and under what conditions.	

1. Contact details ACD

The ACD regularly verifies whether this privacy policy is met. If there are any questions or comments about this policy, you can contact us:

Amsterdams Chemisch Dispuut
Science Park 904
Room A0.09
1098 XH Amsterdam

Tel: +31 (0)20 525 78 61
E-mail: bestuur@acdweb.nl

2. Personal data that the ACD processes

When you register at the ACD as a member or benefactor, when you register for an activity organised by (a committee of) the ACD or when you use our website, the ACD collects personal data. This happens with different purposes, which will be described in section 4. Below, an overview of the personal data we process:

1. Name and surname
2. Student number
3. Gender
4. Date of birth
5. E-mail address

6. Mobile phone number
7. Address
8. First year of study
9. Distinction between Bachelor- and Masterstudent
10. IP-address
11. Data about your activities at our website
12. Other personal data you actively provide
13. Pictures (see section 8)
14. Financial data

The personal data you actively provide for a specific activity or event will only be used for the organisation of this activity or event.

3. Special and/or sensitive personal data that the ACD processes

Our website and/or service does not have the intention to collect data about people younger than 16 years. Unless they have permission from their parents or guardian. However, we cannot verify whether a visitor of our website is 16 years or older. We highly recommend parents to be involved in the (online) activities of their children, to prevent that personal data is collected without any permission. If you are convinced we are collecting data of a person under age without permission of the parents or guardian, you can contact us via bestuur@acdweb.nl and we will delete this data.

4. With what purpose and based on what does the ACD process personal data

The **name and surname** are collected to distinguish between people that actively provide us with personal data when they register as a member, benefactor or for an activity. This data is also used to keep up the attendance during activities in connection with the ACD'er of the year competition. The **student number** is collected to verify whether someone can become an official member of the association and is used for scholarships and grants in collaboration with the University of Amsterdam and the Vrije Universiteit. The **gender** is collected for the salutation of letters and/or personal emails. The **date of birth** is used to determine whether a person is above or below 18 years old. The **email address** is collected to keep in contact with the members. Every week a newsletter will be sent, with information about the activities of the association and other information which the board thinks useful for her members. Furthermore, invitations for General Meetings and other announcements from the board are sent via email. The **mobile phone number** is collected for emergencies and in case of an event/activity to be able to make contact and inform everyone about possible adjustments. The **address**, consisting of the **street name, house number, ZIP code, place of residence and country**, is used to distribute the association magazine ACiD and to send the invitation for the General Meeting: Changing of the Boards and the constitution drinks. The **first year of study** is used to keep track of how long someone is studying and related to updating the member database and to provide specific information. The **distinction between Bachelor- and Masterstudents** is made for the contribution and to be able to provide more specific information. **IP-addresses** are collected to gain information about the number of visitors at the website and specific pages. **Financial data** is collected because the ACD asks contribution

for certain activities which can be transferred to the ACD account and because members of committees can declare their expenses at the ACD.

5. For how long does the ACD store personal data

The ACD does not keep personal data any longer than necessary to realise the purposes for which the data is collected. As long as a person is registered as a member of the ACD, his/her personal data is saved. When a person ends his/her membership at the ACD, the data is transferred to the ex-member database, unless indicated otherwise. At all times, you have the right to change or delete your personal data, as described in section 10.

When a person registers as benefactor of the ACD, the personal data is stored for as long as this person is a benefactor. When he/she stops donating to the ACD, all personal data will be deleted.

All personal data you actively provide for events will only be used for the organisation of these specific events and will be deleted afterwards. The personal data that is provided for the 'pofsystem', the payment system for the sale of snacks and drinks, will be deleted when a person is no longer member or benefactor.

Financial data will be stored for at least seven years.

6. Access to personal data

Board

The ACD-board has access to all personal data. Digital personal data will be encrypted with passwords, so that only authorised people have access to this personal data. These passwords will be adjusted every year after the change of boards. Any papers with personal data will be kept in closets that can be closed off from non-authorised people.

Committees

When a committee organises an event, the whole committee has access to the personal data collected for this event. This personal data is actively provided by the members or benefactors and the data will be removed after the event has ended.

Member database

The ACD uses Microsoft Access to keep up a member database. This database is encrypted with a password, which is only known to the current board and will be adjusted when the board changes.

Google

The ACD uses Google (Drive, Gmail, Agenda etc.) to receive and send e-mails and (temporarily) store data. The e-mail addresses of the members are saved in Gmail.

7. Sharing of personal data with third parties

Personal data of members and benefactors is only shared with third parties when there is an agreement between this party and the ACD. Personal data can be shared internally. The board of the ACD is obligated to respect the confidentiality of your personal data.

UvA

There will be no processing agreement with the UvA, because both parties decide what they do with the data that is shared. The only data that UvA and ACD share are names, surnames and student numbers. This data is already known to both parties and is only used so that UvA can give information about inactive students to the ACD and so the ACD can show the UvA which and how many students are member of the ACD. There will come a duty of care provision, stating how both parties will handle the personal data. However, this provision has not been signed yet.

VU

There is no processing agreement with the VU, because no personal data is directly shared with the VU. When and if the sharing of personal data becomes necessary, an agreement will be drawn up and this will be mentioned in the privacy agreement.

BladNL

BladNL is the company that packages and distributes the ACD magazine (ACiD). Because there is a contract between BladNL and ACD, they are legally bound to meet the requirements of the GDPR. They have drawn up explicit GDPR terms and conditions, which apply to the personal data the ACD shares with BladNL. These terms and conditions can be found by the following link: <https://www.bladnl.nl/files/BladNL-voorwaarden-AVG.pdf>

Unfortunately these terms and conditions are not translated into English, for questions about BladNL you can always send an email to bestuur@acdweb.nl.

Lustrum Foundation ACD (SLA)

The ACD has a foundation that organizes the lustrum celebration once in five year in honor of the foundation of the ACD at 7 November 1945. For the purpose of this celebration the SLA has access to personal data of (ex-)members of the ACD. When the SLA board is elected, an agreement will be signed in which the data processing will be specified and the board members will be obligated to confidentiality.

8. Pictures

During activities of the ACD pictures are taken. These pictures are put on the website behind a login and are shielded from people who are not a member of the ACD. Unless a person actively indicates that he/she doesn't wants to be photographed, the pictures will automatically be uploaded onto the website. It is always possible to send us a request for the removal of pictures by sending an e-mail to bestuur@acdweb.nl.

The pictures that are made during activities can also be used for the ACD magazine (ACiD) and for social media (Instagram, Facebook and LinkedIn), unless you object. Once in five years the

ACD brings out an Almanak with photos of its members. You can object against this in advance.

Pictures will be stored behind the login on the website for an undefined period of time, unless someone objects.

9. Cookies, or comparable techniques, we use

The ACD only uses technical, functional and analytical cookies. A cookie is a small text file that is saved on your computer, tablet or smart phone at the first visit at this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They make sure the website works properly and remember, for example, your preference settings. You can unsubscribe for cookies by setting your internet browser in a way that it doesn't save cookies anymore.

10. Seeing, changing or deleting data

You have the right to see, correct or delete your personal data at any time. You also have the right to withdraw any permission for data processing or to object against the processing of personal data by the ACD and you have the right of data portability. This means you can submit a request to send all the personal data we have of you to you or an organisation, assigned by you. You can send a request for inspection, correction, removal or data transfer or a request for withdrawing your permission or an objection against the processing of personal data to bestuur@acdweb.nl. A request for total removal of all personal data will result in ending your membership or benefactorship. To be sure the request is done by you, we ask you to send a copy of your identification with the request. In this copy you can make your photo, MRZ (machine readable zone), document number and burgerservicenummer (BSN) black to protect your privacy. We will react to your request as soon as possible, within four weeks.

11. How we secure data

Our website is SSL-encrypted so you can safely log in, log out and your data is safely collected.

12. Abuse

The ACD takes the protection of your data very seriously and will take appropriate measures to counteract abuse, loss, unauthorized access, unwanted disclosure and unauthorized change. If you have the impression your data isn't secured appropriately or if there are indications of abuse, contact us via bestuur@acdweb.nl.

We would also like to point out the possibility to submit a complaint to the national supervisor, the Authority Personal Data. You can do this via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>