

# H.S.A. Confluente Privacy Statement

*Current version: 01-06-2021*

## 1. Honours Study Association Confluente

You are currently reading the privacy statement of Honours Study Association Confluente (hereinafter referred to as: H.S.A. Confluente). H.S.A. Confluente is an honours association which aims at creating and maintaining a community for honours students at the University of Technology, Eindhoven. In doing this, the association organizes multiple activities for its members.

To be able to do this, H.S.A. Confluente 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.S.A. Confluente.

If you are not comfortable with how H.S.A. Confluente utilizes your data, do not hesitate to contact us!

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

Arthur Kernkamp, commissioner of internal affairs  
De Groene Loper 5, 5612 AZ Eindhoven  
Chamber of Commerce (KVK) number: 64969436  
Metaforum 0.094

## 2. Purpose of Data Collection

All data collected is collected due to either legitimate interest or because we are obliged by law to collect that data. The legitimate interest being ensuring a pleasant and unproblematic membership as well as the creation and maintenance of our community.

H.S.A. Confluente collects data for the following purposes:

### 2.1 Activities

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

Furthermore, photos will be taken during activities. During your registration, you can decide not to give permission to H.S.A. Confluente to take photos of you or to publish them. H.S.A. Confluente will then try to 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 Member administration

H.S.A. Confluent communicates essential information, such as changes made to this document, invitations to general member meetings, via email. To be able to do this, H.S.A. Confluent must have your email address. In addition, your email address will be used for promoting events by means of a newsletter. You can always unsubscribe from this newsletter via the link in the newsletter itself.

### 2.2.1 Spreadsheets

Currently most of our member administration is done in spreadsheets stored within the board drive of the associations G-Suite. These spreadsheets contain the following information:

- First name
- Last name
- Email-address(es)
- Student number
- Birthday
- Consent to add your birthday to the association's calendar and newsletter
- Major
- Honors Track
- Phone number
- Address
- Honors generation
- Membership status
- Consent to the weekly newsletter

### 2.2.2 Website

To be able to login on the website, you must have created an account on the website via the registration link in the weekly newsletter. To be able to have an account on the website, you must have given a password in the sign-up form. Passwords on our website are encrypted and not accessible by anyone within the association.

Next to that, the website stores:

- First name
- Last name
- TU/e email
- Major
- Honors track
- Honors generation (in order to know when you will stop being a member)
- Campus card number (to give you access to the honors room)
- Mobile phone number (for quick contact if need be for activities)
- Consent to portrait right (for hanging up pictures in the honors room and posting pictures on the website (for members only))

### 2.2.3 Financial administration

H.S.A. Confluente is obliged by law to keep all financial records for up to 7 years. Personal details are included in these financial records if you have either participated in events of the association for which you had to pay a participation fee or have organized events for which you have made costs on behalf of the association and reimbursed these costs. Information that is saved includes:

- IBAN (bank account number)
- Name
- Description of expense
- Date of transaction
- Signature (only for reimbursements)
- Any invoices or receipts added to declarations (might include information in the pdf)

## 3. Processors

H.S.A. Confluente 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 @hsaconfluente.nl then this means your email will be processed by Google. Furthermore, if you are an active member (are part of one of the committees of the H.S.A. Confluente) then your email address will be shared with Google in order to give you access to the shared drives of H.S.A. Confluente.

### 3.2 MailerLite

For automatically sending emails such as the weekly newsletter or GMM invitations, a program called MailerLite is used. When you are registered as a member of H.S.A. Confluente, your email address will be communicated to MailerLite. If you have an objection to this, get in contact with us. We can stop the processing of your personal data at MailerLite. This does imply that you may not receive interesting and important emails.

### 3.3 Gekko Accounting

For keeping track of financial records we use Gekko Accounting. This software does not contain any information outside of what is needed for financial administration purposes.

## 4. Storage period

In principle, your data will be stored as long as you are a member of H.S.A. Confluente. When you cancel your membership, all data will be deleted within 12 months after paying all open debts, except for financial data which we are obliged to archive by law. All data that we

are obliged to keep by law, will be kept for at least 7 years after cancelling your membership. Afterwards also this data will be removed within 12 months.

When you finish your honors program, you automatically become an alumnus of H.S.A. Confluente. We archive all names and emails of alumni in order to keep track of our alumni base and invite you to alumni events. Emails and names of alumni are kept indefinitely.

## 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.

The personal data processed by H.S.A. Confluente 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.

When a new board is constituted, H.S.A. Confluente intends to change passwords to all accounts that belong to H.S.A. Confluente such that no unrightful parties can access data.

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

Your visits to the website (<https://hsaconfluente.nl>) are protected with an SSL certificate, which means that your connection to H.S.A. Confluente is private. You recognize this private connection by the lock symbol in your browser.

## 6. Your rights

As a member of H.S.A. Confluente 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.S.A. Confluente. To use this right, you can contact H.S.A. Confluente via email. You will then get an extract of your data at H.S.A. Confluente.

### 6.2 Right to rectify

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

### 6.3 Right to transfer

Do you need your data that H.S.A. Confluente 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.S.A. Confluente. We will then transfer your data to the other party.

## 6.4 Right to delete data

Do you not want H.S.A. Confluent 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.S.A. Confluent. 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.S.A. Confluent 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.S.A. Confluent to use your data anymore? Then you have the right to revoke your permission that allows H.S.A. Confluent to process your data. This does not cause data processing that occurred 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 are still outstanding debts.

## 7 Obligations

As a member of H.S.A. Confluent, you are obligated to inform the association of changes to the following data:

- Name
- Email address
- Honors status (whether you are a member of the honors academy; because the statutes say you should be affiliated with the Honors Academy)

H.S.A. Confluent has the right to disclose data when:

- This is required by law, or
- H.S.A. Confluent considers it justified to serve a legal request or process, or
- To protect the right, properties, and safety of H.S.A. Confluent.