PRIVACY POLICY (ENGLISH)
ESRG KNIGHTS OF THE KITCHEN TABLE

Author: Tom Verberk

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GENERAL INFORMATION

This document is a translated copy of the binding dutch version. This document is by no means binding.

This document is drafted in line with the european law regarding privacy. In this document the privacy policy of Eindhovens Studenten Rollenspel Genootschap Knights of the Kitchen Table is explained.

Name of the assosiation
The name of the assosiation is "Eindhovens Studenten Rollenspel Genootschap Knights of the Kitchen Table" or simply "ESRG Knights of the Kitchen Table" or "Knights".

Contactperson association
The board is the contact of the associaton.

Contact details association
ESRG Knights of the Kitchen Table can be reached by the following channels:

Post:
De Lampendriessen 31 11
5612AH Eindhoven

E-mail:
Info@kotkt.nl of bestuur@kotkt.nl

by phone:
06-51018209

Website:
www.kotkt.nl

USAGE DATA

Below we explain what we do with the given data.
For every option a member can indicate that his/her personal information can be used for this purpose. The only exception to this is the section Membership. We think that the information we ask in that part is necessary to become a member. All the other section are optional.

Membership

- Personal information	Name + Address + Residence + Email + date of birth or study institution[1]
- Agreement	Membership agreement, change by e-mail
- Processing	members administration, dues, information[2] and invitations for meetings[2]
- Processing by who	The board
- Retention	base: two year after ending membership, barring the fiscal retention of seven year (if relevant).

The knight keep track of the institution of our member, this way the board can check if a aspiring member can become a member since the Knights is a student association [1] and the amount of student sometimes is essential.

Access to areas
- Personal information   Name + Phone number [3] + Student- and card number[1]
- Agreement   Membership agreement, request via e-mail
- Processing   activate cards common rooms, getting key-access Knights room
- Processing by who   The board, Service internal affairs (DIZ) of de TU/e.
- Retention   during the membership period / undetermined[4]

Our association rooms have a lock. A key-code is required to get the key. Your personal information will be send to the DIZ of the TU/e, they will get you a code. The same holds for activation of external cards, the card access is needed for our common rooms.

Activities with entry list and yearbooks
- Personal information   Name + Email
- Optional Personal   phone number + date of birth + allergies + medical complains + medication + contact + phone number contact + ERO certificate + car[5]
- Information   facts about yourself
- Agreement   Entry list concerned activity , by e-mail, Questionform yearbook.
- Processing   participants administration, membership fees, transport to location, making yearbook.
- Processing by who   Members who organise concerned activity[6][7], yearbook committee
- Retention   a maximum of 3 months after completion activiteit

Some activities have a registration, Concerned committees keep relevant information of attendees. This information will be saved by committees and will not be structurally saved by the association. Medical information will only be asked when deemed necessary.

ERO's (BHV in duth)
- Personal information   Name + Phone number + Email + date of birth + ERO competence
- Agreement   Registration form, After getting a diploma.
- Processing   arrange for ERO's for Scala-wide activities.
- Processing by who   The board, Scala, ERO-cursus organising parties, Service internal affairs (DIZ) of the TU/e
- Retention   during the membership period / undetermined [4]

Scala keeps a general list for all Scala members who have an ERO competence.

Other personal information
- Personal information   Name + phone number [8] + boardgames/roleplayinggames[9] + campaigns[10] + committees[11]
- Optional personal information   phone number
- Agreement   Membership agreement, observation, through committee
- Processing   Administration
- Processing by who   The board, de boardgame committee, de roleplay committee
- Retention   during the membership period

The board provides documents to members as recorded in the bylaws and internal regulations of ESRG Knights of the Kitchen Table. A example of such a document is the minutes and agenda of the general members meeting. We also keep track of the boardgames and/or roleplaying books of our members. This is done by the boardgame and/or roleplayocommittee, depending on the latter. This is done because members can get their board and roleplaying books on loan. The board also keeps track which person is in which committee and in which campaigns a player plays. The board is allowed to spread this information, if deemed necessary, to other members.

Internal imagery (including yearbooks)
- Personal information   Imagery
- Agreement   Membership agreement, by mail, by questionnaire yearbook
- Processing   Internal promotion, making a yearbook
- Processing by who   The board, the yearbookcommittee[12]
- Retention   During the membership period/undetermined[4]

By rejecting this point, the member will be asked for permission by every single publication.

External imagery (including promotion)
- Personal information   Imagery
- Agreement   subscription form, by mail
- Processing   external promotion for social media or website
- Processing by who   The board, the promotion committee
- Retention   During the membership period/ undetermined[4]

Promotion on our website and/or social media is sometimes done by using imagery. By rejecting this point, the member will be asked for permission for every single publication.

Extra information for the tables above
1. Take at look at our bylaws for the difference between a normal membership and a special membership, briefly: If you are not a member of a higher education in Eindhoven you have to receive a special membership which requires an exception from the board. In this case we do not require your student information. When you study outside of Eindhoven we do need to know your educational institution. 2. Our official communication is by e-mail.
3. Only for access to keys.
4. We can only account for our own administration, we cannot make any promises for other institutions. For this information look at their own policy.
5. Meaning being able to come by car to the concerned activity. 6. *See: access to data*
7. If such a activity is done by members then the responsible members name should be clearly visible on the promotion.
8. Only when chairman/woman of a committee or "leader" of a campaign.
9. We keep track of he roleplaying books and boardgames given in loan to us. 10. Being part of a campaign, this can be a roleplaying campaign or a boardgame campaign. A campaign implies coming together with the same players multiple times to work on the same story. 11. Being a member of a committee.
12. Only for yearbook related pictures.

THIRD PARTY INFORMATION

V.S.E. Scala

Cultural student association Eindhoven Scala or shortly Scala is the umbrella association of all culture associations in Eindhoven. Scala keeps track of all the ERO's, we also share the number of members and how many of those members study at the Tu/e and Fontys.

Technische Universiteit Eindhoven (TU/e)

The Technische Universiteit Eindhoven or TU/e is the place where we are housed.

We give the following data to the TU/e; Name, Studentnumber and cardnumber.

Gmail, Microsoft outlook or other online mailclients

Mailadresses of the board or committees can be linked with other mailservices.

Hetzner

Our mailservers and SVN are situated at a German firm named Hetzner.

Boardgamegeek

Our boardgame committee keeps an online register of boardgames. They do this using the website boardgamegeek. We only use the first name of members on boardgamegeek

Dropbox, google drive or other storage websites

Our committees can chose on its own where they store their files.

Knights members

By internal publication of imagery, the imagery will only be shared with other (-old) Knights members. Further publication of the imagery, outside the platforms of the Knights, is not within the responsibility of the knights.

Others

By external publication of imagery, the imagery will be publicly shared. This can be done by posting on our public facebook page, the Knights website or other platforms. Since the imagery will be posted in public. Everyone will have access to these imagery. Further publication of the imagery, outside the platforms of the Knights, is not within the responsibility of the Knights.

WAYS OF STORAGE

The board stores all the above data online, this is done by using nextCloud. Our servers are located at Hetzner, a company in Germany. The saved data is secured by svn-logindata, the data is not encrypted.

Besides the board our ICT committee also has access to this data.

Committees are free to pick there own way of storing data.

Board

The entire board has access to all, for which permission has been given, data. After a change of board the old board needs to delete all local copies of files which have personal information. The new board needs to change all the passwords within 1 month.

Committees / Orders / taskforce

Committees, orders or taskforces can by means of a board decision get access to some data, this decision has an objection period of two weeks.

Committees can choose to organize an activity with a sign up sheet. Committees keep track of their own sign up sheets and administration.

Candidate board

If a group of members consisting of at most seven persons want to be board next year. Then the current board can give them access to all data by making a board decision. The association must be informed about this decision 1 week in advance. Members have the possibility to keep their data secret for the candidate board. To do this you have to send a written objection to the board.

Advisory board (Dutch: RVA))

Members of the advisory board can get temporary access to relevant data by means of a board decision.

ICT committee

Our ICT committee has access to all digital association data. They need to have access to all the back-end systems to keep them running.

Boardgame committee

Our boardgame committee keeps an inventory of the boardgames. Names of old members will be shared with them as well, this to make sure that old-members can be contacted to pick up their in loan given games.

Roleplay committee

Our Roleplay committee keeps an inventory of the Roleplaying books. Names of old members will be shared with them as well, this to make sure that old-members can be contacted to pick up their in loan given books.

Promotion committee

Our promotion committee takes care of the promotion outside of the association. This is often done by imagery.

Members

For promotion of (core) activity ,such as roleplay campaigns, the board might deem it handy to give some personal information to a member. The member who's information will be shared will be informed if this is done.

FURTHER INFORMATION

- For administrative purposes the Knights keeps track of the name and e-mailadresses of honorary members and expelled members.
- The names of suspended and/or expelled members can, when deemed necessary, be shared with; SCALA and her members, building administration of the association, the TU/e, police and other law enforcement.
- A member has the right to change his personal choices with regards to the choices made by use of data by the board. If earlier given permission is revoked, then there will not be retroactive censorship on files.

ENTITLEMENT TO VIEW, CHANGE, OR DELETE PERSONAL INFORMATION

In line with the new Eeuropean privacy law a member is entitled to request to view, change or delete his personal information at any time, this is done by contacting the board. However on some points we cannot guarantee this request. this is the case when;

1. Information is needed by the dutch laws for association administration. This concerns a overview of enrolled members as well as fininancial administration for 7 years after completion of the acedemic year.

2. The member is still a member of the association or has still some open amounts.

3. The information concerns 1. an activity organised by a committee or order and 2. the activity took place   less than 3 months ago