Study Association CognAC

Privacy Statement

Established on the 12th of June, 2018
Altered on the 11th of June, 2019
Altered on the 21st of September, 2022
Altered on the 21st of May, 2024
Altered on the 15th of December, 2025

1　Introduction

This Privacy Statement outlines our practices regarding the collection, use, and safeguarding of your information. We adhere strictly to all applicable laws, including the General Data Protection Regulation (GDPR), to ensure that your rights are respected and your data is handled responsibly.

When we refer to "the server" in this policy, we mean a GDPR-compliant remote server, provided by *Google LLC*. While we ensure that this provider complies with all relevant data protection laws, including the GDPR, we do not directly manage the server ourselves.

2　General

Study association CognAC strives to look after the interests of its members and benefactors. One of these interests is their privacy. In this document you will find an explanation of the personal data CognAC gathers of its members and benefactors (henceforth referred to as *members*) and for which purposes CognAC collects this data. CognAC does not collect or process personal data for any other purposes than those described in this statement, unless you have given explicit permission to do so beforehand. Unless explicitly mentioned, CognAC will not perform automated decisions based on your personal data. Only the board (as defined in Article 8 of the statutes) of CognAC has access to your personal data, unless specified otherwise. In case you have any questions about the privacy statement, contact the Secretary of CognAC at `secretary@svcognac.nl`.

3　Members

Study association CognAC collects the following information of its members:

1. **Kind of Membership (yearly member, study member, benefactor, honorary member**): we use this to determine who is allowed to vote during a general members meeting and who has to pay which amount of contribution.

2. **First and last name:** we use this to distinguish members and properly address them in any form of communication. When registering for an activity on the website, members' first and last name are also visible to other members. There is an option to change these settings so the account is private, and only committee members will be able to see the registration. Additionally, the first name and first letter of the last name can be used to create an index in our almanac.

3. **Student number:** we use this to verify that you are an AI student and for the appliance of grants. This means your student number can be shared with the *Radboud University* (e.g., *SLIM*) or *SOFv*.

4. **Date of birth:** we use this to verify whether you are of legal drinking age.

5. **E-mail address:** we use your e-mail address as our primary means of communication and as a way to identify you on our site. Communication includes, amongst others, the weekly mail, announcement and distribution of documents of general member meetings and news from the board.

6. **Phone number:** we use this to get in touch with members that do not respond to e-mail or in case of emergency.

7. **Bank account number:** SEPA information (bank account number, BIC) we use this for direct debit collection.

8. **Date of signing:** we use this for legal purposes.

9. **Starting year:** we use this to understand the demographic distribution of our members. Understanding this distribution is especially valuable for attracting sponsors.

10. **To pay:** we use this to keep track of contribution members have to pay. This is especially important for benefactors, as they can pay any arbitrary amount over € 10.- for their membership.

11. **Sponsor Mails (sponsor emails or no sponsor emails):** we use this to keep track of who wants to receive sponsored emails.

The collection of this information is necessary for the functioning of CognAC. Providing this information is required in order to make use of the services of CognAC. This information is stored in the archive in case of a physical registration, for as long as legally relevant. In the case of both a physical or digital registration, the information will be stored on the server as a back up, for as long as legally relevant. This information will also be stored in a digital administration program, for as long as the membership is in place. CognAC has entered into a processing agreement with the administrators of this digital administration program. Regaining membership after cancellation will require you to provide your information again.

Furthermore, Radboud University may ask CognAC to provide certain information that has been entered at registration. This is to check the student status of the members and thus requires the member lists. This concerns the name, student number and the status (RU student) of the member. Agreeing to this privacy statement agrees with the provision of the aforementioned information to Radboud University and the Radboud Fund to apply for grants.

4 Active members

CognAC organises many of its activities through committees. Besides that, CognAC is also helped by the members of the senate, the board of CognAC and the mentors during the orientation week. Members of a committee, the senate, the board of CognAC and mentors during the orientation week are referred to as *active members*. We ask all our active members to sign a non-disclosure agreement to ensure proper handling of your personal information. Of our active members we collect the following additional information:

12. **Active member:** we use this to determine whether a member is active.

13. **IVA certificate:** we use this to determine whether an active member is allowed to serve alcohol.

14. **Non-disclosure agreement (not signed or signed):** we use this to determine whether an active member has signed the non-disclosure agreement.

15. **Active member account:** we will create an account in the server for every active member, so that they can use it for committee work. To create this account, the first name and first letter of the last name of the active member is used.

16. **Declaration form** *(when applicable)***:** we use this to reimburse active members for committee work, or costs spent on behalf of CognAC.

This information is stored in a digital administration program, described in section 3 Members. The signed non-disclosure agreements and the IVA certificates are additionally stored on the server.

5 Activities

For some activities it can be the case that additional information or a reiteration of the information listed in 3 Members is asked. Only the people who participate in these activities are required to give this information. Below you can find possible information we might ask for:

15. **Copy of Identity Information (ID):** we use this in case an external party (e.g., a travel company) requires certain data present on the ID.

16. **Allergies:** we use this to make sure we don't put your health at risk and can offer alternatives at activities where food is being served.

17. **Health issues:** we use this to make sure we don't put your health at risk during activities, and possibly offer alternatives.

18. **Emergency contact:** we use this to get in touch with a relative.

19. **Sex:** we use this to book ticket for a flight for activities that take place outside the Netherlands.

To collect this information, a third-party service (e.g., Google Forms) may be used. This information will be stored on the server and will also be available to all members of the committee that organises the activity. Your full name and e-mail address will also be shared with these groups if you participate in any activity. Any information gathered for your participation in an activity will be stored up to a maximum of three months after the completion of the activity. After this period all information collected for the activity will be deleted.

6 General members meeting

The board of CognAC organises at least three general members meetings (GMM) every year. During these meetings members can give their input on various matters. At these meetings we take minutes, but because of the large number of members that can be present, we ask if we can make an audio recording of the GMM. This recording is used to ensure the quality of the minutes and is only available to the person responsible for the minutes. The recording is deleted as soon as the minutes have been accepted. For legal reasons, the names of the attendees and valid authorizations will be recorded in the minutes.

7 Photographic material

At some activities CognAC collects photo and/or video material. This material is used to give members the possibility of a recap of activities and to promote events of CognAC. This material will be mainly made and processed by the committee responsible for photographic material of CognAC. This material can be published on the server of CognAC behind a log in wall. Only members of CognAC can obtain the password to pass this log in wall. This material might also be published on CognAC's social media platforms, or in our almanac. Additionally, this material can be published for promotional purposes.

Photo and video material will be stored on our own server and will be stored as long as CognAC deems useful, unless explicitly asked otherwise, due to the long-term value of this material.

In case you do not want you picture or video to be taken, you can inform to the photographer/videographer. If the picture is already published or used, you can send a request to take the picture offline to the Secretary of CognAC at secretary@svcognac.nl.

Videos we make may be put on YouTube. If any person in a video wishes to not be recognizable in a publicly accessible video, the video will be only view-able via a link or the person will be made unrecognizable. These links will only be shared with members of CognAC in our newsletter or on the server behind a log in wall.

8 Goods and services

When making use of the goods and/or services of CognAC, CognAC has the right to save data needed for the fulfilment of these services.

8.1 Services

8.1.1 Website and server

CognAC offers many of its goods and services through its website *svcognac.nl* hosted on a server provided by the Technical Support Group (TCG) from the Faculty of Social Science. This website and its server are maintained by the website committee. Members of this committee hold administrator rights to both the website and server and with this have access to all information provided through the website or server. Though the Website Committee has access to information, it does not use the information for any other goal than improving your website experience. The Technical Support Group also has administrator access to the server (but not to the website internals) for maintenance purposes.

Additionally, for our photographic material as mentioned in 7 Photographic material, CognAC employs the services of the service provider C&CZ (for server hosting and server back-ups, in case a technical failure loses data stored on the server).

8.1.2 Tutoring network

If you sign up to be a tutee in the tutoring network, CognAC will store the following additional information:

20. **Contract:** a contract with the following personal information on it:

    (a) full name of the tutee: we use this to identify the tutee.

    (b) full name of the tutor : we use this to identify the responsible tutor.

21. **Evaluations:** (if applicable) your response(s) to tutoring evaluations. Note that you are not obliged to fill in these evaluations.

All information, with exception of evaluation responses, will be deleted within three months after termination of the tutor contract. Tutoring evaluation responses will be kept as long as CognAC oughts necessary, unless explicitly asked otherwise, due to the long-term value of these responses.

If you sign up to be a tutor in the tutoring network, CognAC will store the following additional information:

22. **Course list:** a list of courses that you'd like to provide tutoring for, together with your grades for those courses.

23. **Contract:** as specified in section 8.1.2 Tutoring network, item 20.

24. **Evaluations:** (if applicable) your response(s) to tutoring evaluations. Note that you are not obliged to fill in these evaluations.

If you sign up to be a tutor, your full name and your course list will be made available to all CognAC members on the server behind a log-in wall. All data, with exception of evaluation responses, will be deleted within three months after you inform us that you do not want to be a tutor any more. Tutoring evaluation responses will be kept as long as the tutoring offer stands.

8.2 Goods

8.2.1 Orders

On occasion CognAC offers the chance to buy goods in the form of food or merchandise. If you order any of these goods, CognAC will store necessary data for this, specifically: full name, e-mail address and your order. To collect this information, a third-party service (e.g., Google Forms) may be used. This information will be stored on the server and will be available to all members of the organising party that offers the goods. Any information gathered for your order will be stored up to a maximum of three months after the order has been picked up, and after completion of the financial administration related to the order. After this period all information will be deleted.

8.2.2 Property of CognAC

When making use of properties (in the form of objects, money, belongings) of CognAC, CognAC will save information that is needed to lend / donate CognAC's properties to the concerning parties. This information can include full name, e-mail address, association if befitting, bank account number, location of bank, and receipts of made expenses. This information can also be accessed by members of the Audit Committee of CognAC (as defined in Article 14 of the Statutes) and will be kept in alignment with the Dutch law where book keeping needs to be kept for seven years after the financial year has ended. Ergo, this information will be kept seven years after it is first stored. This information can be stored up to a maximum of three months after the required seven years. After this period all information will be deleted.

9 Insight, rectification and deletion

You have the right to insight in the information CognAC stores on you, to rectify this information or to ask for the deletion of information. You can exercise these rights by sending a request to the Secretary of CognAC at *secretary@svcognac.nl*, except if CognAC is legally obliged to keep the data or deems it to have high long-term value. For all information holds that you are responsible for notifying the board in case of rectification, addition or deletion of information.

Furthermore, each member has the right to submit a complaint to Autoriteit Persoonsgegevens (the authority of personal information) about the processing of personal data by CognAC.

10 Obligation to report data leaks

CognAC is legally obliged to report data leaks. This is meant to ensure that personal information is handled in a proper and secure way. A data leak is defined as a loss or unlawful handling of personal information. Should a data leak occur, then CognAC is legally obliged to notify the members affected by the data leak. In the case of a data leak, the board of CognAC will follow their data leak protocol, found at *svcognac.nl/CognAC/documents*.

11 Alteration of the privacy statement

This privacy statement is subject to change. Members will be informed of any changes to this statement. You have the right to withdraw permission to collect and process your personal information at all times.