



STUDY ASSOCIATION COGNAC

Privacy Statement

Established on 12th of June 2018
Altered on 11th of June 2019

1 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.

2 Members

Study association CognAC collects the following information of its members:

1. **Kind of Membership (member or benefactor):** we use this to determine who is allowed to vote during a general members meeting.
2. **Type of Membership (year or study member):** we use this to determine which members need to pay contribution.
3. **First and last name:** we use this to distinguish members and properly address them in any form of communication.
4. **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* and *Student Life* or *SOFv*.
5. **Date of birth:** we use this to verify whether you are of legal drinking age.
6. **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.
7. **Phone number:** we use this to get in touch with members that do not respond to e-mail or in case of emergency.
8. **Bank account number:** we use this for direct debit collection and reimbursement of active members that have incurred expenses on our behalf.
9. **Date of signing:** we use this to determine the academic starting year.
10. **Starting year:** we use this to understand the demographic distribution of our members. Understanding this distribution is especially valuable for attracting sponsors.
11. **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 €7.50 for their membership.
12. **Privacy form (not signed, sponsor emails or no sponsor emails):** we use this to keep track who signed the privacy form, and of those, 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 membership register. At the end of the academic year the physical membership register will be moved to the archive to which only the secretary has access. This information will also be stored in a digital administration program. CognAC has entered into a processing agreement with the administrators of this digital administration program. Only the board of CognAC has access to the information stored in this program. Information will be stored up to a maximum of two years after termination of membership. After this all information will be deleted. Regaining membership after this period 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 and the status (RU student) of the member. Signing this privacy statement agrees with the provision of the aforementioned information to Radboud University and the Radboud Fund to apply for grants.

3 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:

13. **Active member:** we use this to determine whether a member is active, and where within CognAC.
14. **IVA certificate:** we use this to determine whether an active member is allowed to serve alcohol.
15. **Non-disclosure agreement (not signed or signed):** we use this to determine whether an active member has signed the non-disclosure agreement.

This information is stored in a digital administration program, described in section 1 Members. The signed non-disclosure agreements and the IVA certificates are additionally stored on our own server, and are only available to members of the board.

4 Activities

For some activities it can be the case that additional information 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:

16. **Allergies:** we use this to make sure we don't put your health at risk and can offer alternatives, e.g. during a barbecue, the CognAC weekend or study trip.
17. **Health issues:** we use this to make sure we don't put your health at risk and can offer alternatives, e.g. during a barbecue, the CognAC weekend or study trip.

18. **Emergency contact:** we use this to get in touch with a relative in case of an emergency during activities that last longer than a day, e.g. the CognAC weekend or study trip.
19. **Date of birth:** we use this to book ticket for a flight for activities that take place outside the Netherlands, e.g. the study trip or Sweden trip.
20. **Sex:** we use this to book ticket for a flight for activities that take place outside the Netherlands, e.g. the study trip or Sweden trip.

This information will be stored on our own server and will be available to all members of the committee that organises the activity and the board. 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 will be deleted.

5 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 often 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 finished.

6 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 picture committee of CognAC. This material can be published behind a log in wall on the website of CognAC. Only members of CognAC can obtain an account to pass this log in wall. This material might also be published on social media 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 your picture or video to be taken, you can inform to the photographer/videographer. If the picture is already published, you can send request to take the picture offline to the secretary of CognAC at secretary@svcognac.nl.

Videos we make will be put on YouTube and will be only view-able via a link. These links will only be shared in our newsletter, on social media or on the website behind a log in wall.

7 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.

7.1 Services

7.1.1 Website and server

CognAC offers many of its goods and services through its website *svcognac.nl* hosted through our own server. This website and 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 server logs the following information:

21. **IP address:** we use this to differentiate between devices.

7.1.2 Tutoring network

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

22. **Contract:** a contract with on it:
 - (a) your full name
 - (b) full name of the tutor you receive(d)
 - (c) tutoring form
 - (d) tutoring rate
23. **Evaluations:** (if applicable) your response(s) to tutoring evaluations. Note that you are not obliged to fill in these evaluations.

This information, with exception of evaluation responses, will be visible only to the board of CognAC. 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 ought 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:

27. **Course list:** a list of courses that you'd like to provide tutoring for, together with your grades for those courses.
28. **Contract:** a contract with on it:
 - (a) your full name
 - (b) full name of the tutor you receive(d)

(c) tutoring form

(d) tutoring rate

29. **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, your year of study and your course list will be made available to all CognAC members (on the website after logging in or through paper prints in the board room). Other information will be visible only to the board of CognAC. 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 anymore. Tutoring evaluation responses will be kept as long as CognAC ought necessary, unless explicitly asked otherwise, due to the long-term value of these responses.

7.1.3 Books

CognAC offers the opportunity to buy books from Study Store with a discount through a web portal. If you order books through our web portal, the third party IT Department B.V. will ask your full name, email address and the list of books you ordered. IT Department B.V. is responsible for the storage and management of this data. Aforementioned data will be visible to the board of CognAC, and the boards of the study associations W.S.V. Desda, Leonardo da Vinci, Marie Curie, V.C.M.W. Sigma, Thalia, and Study Store, since we are under joint contract with these parties.

7.2 Goods

7.2.1 Orders

On occasion CognAC offers the chance to buy goods in the form of dinner 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. This information will be stored on our own server and will be available to all members of the committee that offers the goods and the board. Any information gathered for your order will be stored up to a maximum of three months after the collection of the order. After this period all information will be deleted.

7.2.2 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 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.

8 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*. 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 the authority of personal information (Autoriteit persoonsgegevens) about the processing of personal data by CognAC.

9 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 its members. In the case of a data leak, the board of CognAC will follow their data leak protocol, found at *svcognac.nl/CognAC/documents*.

10 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.