

Student Union Privacy Statement

1. General

This is the privacy statement of the Union University of Twente Student Foundation (hereinafter: Student Union), registered in Enschede and registered in the trade register of the Chamber of Commerce under the number KVK-06091450.

We do everything we can to protect your privacy, and we, therefore, treat your personal data with care. The Student Union thereby complies in all cases with the applicable laws and regulations, including the General Data Protection Regulation. This implies that:

- We process your personal data in accordance with the purpose for which it was provided. This purpose and the type of personal data are described in this privacy statement;
- Processing of your personal data is limited to the minimum data that is needed for the purposes for which they are processed;
- We ask for your explicit permission if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures so that the security of your personal data is guaranteed;
- Do not transfer personal data to other parties, unless this is necessary for the purpose for which they were provided;
- We are aware of your rights regarding your personal data, want to point these out to you and respect them.

As the Student Union, we are responsible for the processing of your personal data. If, after reading this privacy statement, you have general questions about it, have a request regarding your personal data or want to contact us, you can do so via the following contact details:

Visiting address

Bastille 332
Drienerlolaan 5
7522 NB Enschede

Mailing address

Student Union
P.O. Box 217
7500 AE Enschede

Contact details

Sandra Nienhuis
s.a.nienhuis@utwente.nl
+31 (0)53 498 8006



2. Processing personal data

Depending on the type of relationship and contact that you have with the Student Union, we process your personal data. The Student Union distinguishes between the following categories:

1. [Board members](#);
2. [Former board members](#);
3. [Members of the Supervisory Board](#);
4. [Employees](#);
5. [Volunteers](#);
6. [Business contacts](#);
7. [Interested parties](#);
8. [Applicants](#);
9. [Activity participants](#);
10. [Service and facility users](#).
11. [COVID-19 specific information](#).
12. [Kick-in \(iDB system\)](#).
13. [Financial Impact Survey](#)

In the remainder of this statement, the following is explained per category:

- The purpose of the processing;
- The foundation for the processing;
- Which personal data can be requested;
- How long the personal data is stored.

2.1 Board members

The Student Union processes personal data of (future) board members for the following purpose(s):

- Realizing the duties of the board, as laid down in the law, the statutes and resulting documents;
- Realizing the board agreement;
- Payment of compensations.

The foundation for this personal data is:

- The board member agreement.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;
- Date of birth;
- Copy of identification, whereby the photo is not visible;
- BSN;
- Bank details.

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the period that one has an agreement or is registered as a board member at the Student Union, and after this, only in the financial administration for a maximum of 7 years.



2.2 Former board members

The Student Union processes personal data of former board members for the following purpose(s):

- Consulting former board members about questions and/or advice regarding the activities of the Student Union;
- Informing former board members about activities for former board members and/or the activities of the Student Union;
- Placing an overview of the former board and board members on the Student Union website.

The foundation for this personal data is:

- Written or electronic permission with the explicit mention:
 - that the data may be stored indefinitely;
 - for which of the above purposes the data may be used.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- As long as the written or electronic permission is not withdrawn.



2.3 Members of the Supervisory Board

The Student Union processes personal data of members of the supervisory board for the following purpose(s):

- Realizing the duties of the Supervisory Board, as laid down in the law, the articles of association and resulting documents;
- Realizing agreements made with members of the Supervisory Board.

The foundation for this personal data is:

- An agreement with members of the Supervisory Board.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;
- Date of birth;
- Copy of identification, whereby the photo is not visible;
- BSN;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the period that you have an agreement or are registered as a member of the Supervisory Board at the Student Union, after which you remain in the financial administration for a maximum of 7 years.



2.4 Employees

2.4.1 Seconded employees

Almost all employees are seconded to the Student Union by the University of Twente and the Student Union has no employment contract with these employees. The Student Union processes the personal data of seconded employees for the following purpose(s):

- Realizing the duties of the employee.

The foundation for this personal data is:

- The contract of an employee at the Student Union.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the period that you are seconded to the Student Union as an employee and then for a maximum of 6 months.

2.4.2 Non-seconded employees

The Student Union processes personal data of employees for the following purpose(s):

- Realizing the duties of the employee.

The foundation for this personal data is:

- The employment contract.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;
- Salary details
- Date of birth;
- Copy of identification, whereby the photo is not visible;
- BSN;
- Bank details.

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the period that you have a contract and then only in the financial administration for a maximum of 7 years.

2.5 Volunteers

The Student Union processes personal data of volunteers (including committee members, Volunteer crews for event, Kick-In Crew, Kick-in Mentors, and do group parents) for the following purpose(s):

- Realizing the volunteer agreement and/or the agreement document of the volunteers.(For Student Union Community)
- Realizing the tasks of crew within union events.
- Realizing the tasks within the Kick-In as a do-group parent/ uncle or aunt/ mentor of a mentor group/ organizational contact person/ part of the crew.

The foundation for this personal data is:

- The agreement document and/or the volunteer agreement.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;
- Date of birth;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- As long as you have an agreement and then only in the financial administration for a maximum of 7 years.

Volunteers of KICK-IN please refer to 2.12

2.6 Business contacts

2.6.1 On the basis of an agreement

The Student Union processes personal data of business contacts based on an agreement for the following purpose(s):

- Realizing the agreement;
- Administrative purposes;
- Communication about the agreement and/or invitations.

The foundation for this personal data is:

- The agreement.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- (Business) Phone number;
- (Business) E-mail address;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the term of the agreement and then only in the financial administration for a maximum of 7 years.

2.6.2 Other business contacts

The Student Union processes personal data of other business contacts (such as prospects, stakeholders and/or lobby contacts) for the following purpose(s):

- Provision of information in the form of newsletters and/or targeted contacts.

The foundation for this personal data is:

- Oral or written permission, by leaving contact details and/or via digital medium.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- (Business) Phone number;
- (Business) E-mail address;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- During the period that people are seen as prospects, stakeholder/lobby contacts and / or interested businesses.

2.7 Interested persons

The Student Union processes personal data of interested persons for events, (board)positions and other matters for the following purpose(s):

- Communication and/or targeted contacts about what people are interested in.

The foundation for this personal data is:

- Oral, written or electronic permission indicating interest.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- A maximum of two years after you have indicated your last interest.



2.8 Applicants

The Student Union processes personal data of applicants for (board) positions for the following purpose(s):

- Realization of the application procedure;
- Evaluation of the application process.

The foundation for this personal data is:

- The application

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Phone number;
- E-mail address;
- CV;
- Letter of motivation;
- Other documents that you provide to us during the application, such as the elaboration of a case.

The Student Union stores your data and documents for the purpose mentioned above (s) for the period:

- Until the end of the application procedure and then a maximum of 1 month for evaluation purposes.

2.9 Activity participants

The Student Union processes personal data of participants in (future) events for the following purpose(s):

- Administrative purposes;
- Communication about the event;
- Realization of the event;
- Collecting participant contribution;
- The payment of any prize money.

The foundation for this personal data is:

- The written or electronic registration form for the event.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Date of Birth;
- Phone number;
- E-mail address;
- Bank details;
- Emergency Contact;
- Dietary Specification;
- Billing information.

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- Up to 3 months after the end of the event(excluding Kick-In) and then only in the financial administration for up to 7 years.

Participants of KICK-IN please refer to 2.12

2.10 Users of services and/or facilities

The Student Union processes personal data of users of services and/or facilities for the following purpose(s):

- Administrative purposes;
- Communication about the services and/or facilities;
- Realisation of services and/or offering of facilities;
- Collecting any costs associated with the services and/or facilities;

The payment of any funds associated with services and/or facilities. The foundation for this personal data is:

- The use of the services and/or facilities.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- (Business) Phone number;
- (Business) E-mail address;
- Student / employee number;
- Travel Details(for Kick-In pick up service);
- Bank details;
- Billing information.
- Personal Manifest (for activism recognition)

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- As long as the services are used and thereafter for a maximum of 1 year for administrative purposes and a maximum of 7 years in the financial administration.



2.11 COVID-19 Specific information

The Student Union processes personal data of users of services and/or facilities for the following purpose(s):

- Administrative purposes;
- Building occupancy monitoring
- Gaining insight in COVID-19 cases at the UT
- Ensuring a safe environment for our students

The foundation for this personal data is:

- Forms via the SU website or Google Forms

For the purposes(s) mentioned above, the Student Union may request the following personal data from you:

- First name
- Last name
- Student / Employee number
- Email
- Phone number
- Places visited
- Times visited
- Testing dates and results

The Student Union stores your data for the purpose(s) mentioned above for the following period:

- 15 days, after which anonymized numbers will be stored for a maximum of 1 year.

2.12 KICK -IN (iDB system)

The Student Union processes personal data of participants and volunteers of Kick-In for the following purpose(s):

- Administrative purposes;
- Communication about the event;
- Realization of the event;
- Collecting participant contribution;
- The payment of any prize money.
- Realizing the tasks within the Kick-In as a do-group parent/ uncle or aunt/ mentor of a mentor group/ organizational contact person/ part of the crew.

The foundation for this personal data is:

- The electronic registration form for the event using the iDB System.

For the purpose(s) mentioned above, the Student Union may request the following personal data from you:

- First Name;
- Middle initial(s);
- Surname;
- Gender;
- Date of birth;
- Nationality;
- Phone number;
- E-mail address;
- Residential address;
- Bank details;
- Emergency Contact;
- Dietary Specification;
- Billing information.

The Student Union stores your data for the purpose mentioned above (s) for the following period:

- As long as it is available via OSIRIS, but at least up to 3 years after the last interaction with the Kick-In as a participant /do-group parent/ uncle or aunt/ mentor of a mentor group/ organizational contact person/ part of the crew and then only in the financial administration for a maximum of 7 years.



2.13 Financial Impact survey

The Student Union processes personal data of associations who contributed to the Financial Impact survey for the following purpose(s):

- Administrative purposes;
- Financial aid.

The foundation for this personal data is:

- Forms via the SU website .

For the purposes(s) mentioned above, the Student Union may request the following personal data from you:

- Association name;
- Contact person name;
- Email;
- Budget plan data for the past 5 years;
- Financial report data for the past 5 years;
- Financial data for 2019 and 2020 specific;
- Sources of income;
- Measures taken in 2020;

The Student Union stores your data for the purpose(s) mentioned above for the following period:

- 2 months, after which anonymized data will be stored for a maximum of 2 years.

The Student Union might share data with the following parties:

- Anonimized data with the UT Finance directors;
- Anonimized data with the UT Executive Board.



3. Distribution to third parties

We may provide the information that you provide to us to third parties if this is necessary for the purposes described above.

For example, we may use a third party for:

- Taking care of our archive and IT services;
 - This might include Google Drive, in accordance with their [data processing agreement](#)
- Taking care of the financial administration;
- Taking care of the website hosting and newsletters.

We never pass on personal data to other parties with whom we have not concluded a processing agreement. We naturally make the necessary arrangements with these parties (processors) to guarantee the security of your data. Furthermore, we will not provide the information provided by you to other parties, unless this is legally required and permitted. We can also share personal data with third parties if you give us written permission for this.

4. Within the EU

We do not provide any personal data to parties that are located outside the EU or cannot guarantee storage within the EU.

5. Minors

We only process personal data of minors (persons younger than 16 years of age) if written permission has been given by the parent, guardian or legal representative.

6. Storage period

The Student Union does not store personal data for longer than necessary for the purpose for which it was provided or is required by law.

7. Safety

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example, we have taken the following measures;

- All persons who can view your data on behalf of the Student Union are bound to confidentiality.
- We use at least a username and password policy on all our systems;
- We pseudonymize and take care of the encryption of personal data if there is reason to do so;
- We make backups of the personal data in order to be able to restore it in the event of physical or technical incidents;



- Our board and employees are informed about the importance of protecting personal data.

8. Rights regarding your data

You have the right to inspect, rectify or delete the personal data that we have received from you. You can also object to the processing of your personal data (or part of it) by us or by one of our processors. You also have the right to have the data provided by you transferred by us to yourself or on your behalf directly to another party. We can ask you to identify yourself before we can respond to the aforementioned requests.

If we are allowed to process your personal data based on your permission, you always have the right to withdraw this permission.

9. Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly about this. If we cannot work it out together, it would be unfortunate. You always have the right to submit a complaint to the Data Protection Authority, which is the supervisory authority in the field of privacy protection.