

# Student Union Privacy Statement

## SUMMARY IN BASIC LANGUAGE

In this summary, we will try to explain and summarize the Student Union's privacy statement as clearly as possible. Although we do our best to ensure that the information in this summary is accurate, you cannot derive any rights from this summary. The complete privacy statement can be found at: [su.utwente.nl/privacy](https://su.utwente.nl/privacy).

### What can you expect from us?

- We use your personal data only for what we received it;
- We do not use more personal data than necessary;
- We ask for your permission if necessary;
- We take several measures to protect your data;
- We do not pass on your data unless this is necessary for what we received it;
- We will only pass your details on to others if we have agreements with them about the protection of your details;
- We store your data within the EU and only work with companies that do the same;
- We only use data from minors if we have permission from the parent/guardian.

### What rights do you have?

- You have the right to view, update or remove your data if upon request;
- You have the right to have your data transferred to yourself or to someone else;
- We can ask you to identify yourself for this.

### Do you have a question or complaint?

Please contact us via the contact details on the bottom right of this page. If you have a complaint that we cannot resolve together, you can submit a complaint to the Dutch Data Protection Authority.

**Student Union Privacy Statement Summary – June 2020 Version (pending Student Union board approval) Contact person: Sandra Nienhuis**  
No rights can be derived from this summary.

## We store the following data from external persons

From whom do we store data?	What do we need this information for?	How do you give permission?	What information do we store?						How long do we store this data?		
			Name	Contact details	Date of Birth	Copy of ID	BSN	Financial details	As long as identified	Period after	Maximum 7 years in the financial
Business contacts (with agreement)	So that the agreement can be executed	Agreement	✓	✓					✓		✓
Business contacts (without agreement)	So that we can stay in touch	Spoken, on paper, or digitally	✓	✓					✓		
Interested parties	So that we can keep interested parties informed	Spoken, on paper, or digitally	✓	✓					✓	2Y	
Applicants	So that we can undertake and evaluate the application process	Digital or written application	✓	✓					✓	1M	
Activity participants	So that we can keep the participant informed and execute the event	Digital or paper registration form	✓	✓				✓	✓	3M	✓
Kick-In participants	So that we can keep the participant informed and execute the event	Digital or paper registration form	✓	✓	✓			✓	✓	3Y	✓
Volunteers (Kick-In crew, mentor, do-group parent/uncle/aunt, organization contact person)	So that we can keep the participant informed and execute the event	Digital or paper registration form	✓	✓	✓			✓	✓	3Y	✓
Services and facility users	So that we can offer the services and facilities	Use of our services or facilities	✓	✓				✓	✓	1Y	✓

Contact details include an (possibly business) emergency contact, e-mail address, and telephone number. The photo may not be visible on a copy of an ID.

## We store the following data from persons within the Student Union

From whom do we store data?	What do we need this information for?	How do you give permission?	What information do we store?						How long do we store this data?		
			Name	Contact details	Date of Birth	Copy of ID	BSN	Financial details	As long as identified	Period after	Maximum 7 years in the financial administration
Board members	So that the board can do its work and receive reimbursements	Board member agreement	✓	✓	✓	✓	✓	✓	✓	✓	
Former board members	So that we can ask you for advice, keep you informed and publish an overview of former board members	On paper or digitally, stating what we may use your information for	✓	✓					✓		
Members of the supervisory board	So that the Supervisory Board can do its work	Agreement with members of the Supervisory Board	✓	✓	✓	✓	✓	✓	✓		✓
Employees (seconded to us)	So that the employee can do his or her job	Assignment as staff	✓	✓					✓	6M	
Employees (with contract)	So that the employee can do his or her job	Labour contract	✓	✓	✓	✓	✓	✓	✓		✓
Volunteers (Student Union Community)	So that the volunteer can do his or her job	Appointment document and/or volunteer agreement	✓	✓	✓				✓		✓

Contact details include an (possibly business) emergency contact, e-mail address and telephone number. The photo may not be visible on a copy of an ID.