

## **PRIVACY STATEMENT OF S.A. Subliem**

This privacy statement applies to all personal data processed by S.A. Subliem (hereinafter: Subliem) of its members. If you become a member of Subliem, or for any other reason provide personal data to Subliem, you give your explicit permission to process your personal data in line with this privacy.

### **1. The responsible person**

Responsible for the processing of personal data is:

S.A. Subliem

Faculty of Science

Vrije University of Amsterdam

De Boelelaan 1085

1081 HV Amsterdam

Boardroom: P-136

Associationroom: WN-P004

E-mail: [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl)

Website: [www.subliem-vu.nl](http://www.subliem-vu.nl)

Chamber of Commerce number: 34306279

### **2. Personal data being processed**

2.1. Subliem may process personal data about you by registering for membership, and/or by creating an account on our website, and/or by subscribing to the newsletter (monthly email).

Subliem may process the following personal data:

- a. First and last name, initials, date of birth, place of birth
- b. Address data (street name, house number, zip code, city)
- c. Phone number(s), e-mail address(es), bank account number
- d. Vunet ID and student number

2.2. Subliem processes the personal data mentioned in 2.1 for the following purposes:

- a. Your name, e-mail address and telephone number will be used to contact you about the membership and possible renewal or termination thereof, invitations to the General Assembly's and to provide information about Subliem's activities.
- b. Your name, e-mail address and telephone number will be used to send invitations for career-related activities.
- c. Your name, e-mail address and telephone number will be used to administrate registrations for Subliem's events.
- d. Your name and address will be used to send invitations for Subliem events.
- e. Your name, initials, bank account number, VU-net ID and student number are used to collect payments for membership fees, Twelve expenses, purchased books and contributions to participated activities.
- f. Your name and email address will be used to send you a monthly newsletter.

### **3. Sharing with others**

3.1. Subliem only provides your personal data to third parties, if this is necessary for the execution of the agreement with you. This is done with regard to:

- a. The execution of payments through Twelve.
- b. Sending the monthly newsletter via MailChimp.
- c. Meeting the obligations set by the VU with regard to membership administration, the recognition of Subliem as an association and the profilingfund.

#### **4. Storage Periods**

- 4.1 Membership: Subliem saves your personal data during your membership and for up to five years after membership. This is due to the fact that after membership there may still be activities for all former members, to which you can be invited.
- 4.2 Website: When you create an account on Subliem's website, your data is stored on Subliem's server. This data is also deleted after a maximum of five years after termination of the membership. Data collected via Google Analytics is automatically deleted after fourteen months.
- 4.3 Newsletter: When you unsubscribe from the newsletter, Subliem will no longer store your personal data via MailChimp.

#### **5. Mapping Website Visits**

- 5.1 Subliem's website keeps track of general visiting data, including the IP-address of your computer and the time of retrieval and data sent by your browser. This data could - as anonymously as possible - be used for analyses of visiting and clicking behaviour on the website in order to improve the functioning of the website. Subliem does not actively use this possibility and does not share this data with third parties.
- 5.2 Subliem uses Google Analytics to track how many users visit the website. The information obtained in this way, including the address of your computer (IP address), is transferred to and stored by Google on servers in the United States. Please read Google's privacy statement for more information. You will also find Google Analytics' privacy statement here: <https://policies.google.com/privacy?hl=nl>. Google will use this information to track how our website is used and to provide reports on the website to Subliem. Google may provide this information to third parties if Google is legally obliged to do so, or if these third parties process the information on Google's behalf. Subliem has no influence on this. Subliem has not given Google permission to use analytics information obtained through Subliem for other Google services.

#### **6. View, modify or delete data**

- 6.1 You have the right to access, correct or delete your personal data.
- 6.2 You can send a request for access, correction or deletion to [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl). Subliem will respond to your request as quickly as possible, within a maximum period of four weeks.
- 6.3 If you no longer wish to receive the newsletter, you can unsubscribe at any time via the unsubscribe link in the newsletter.

#### **7. Security**

- 7.1 Subliem takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss and unauthorized access, unwanted disclosure and unauthorized modification. Subliem uses a firewall, passwords on files and the most recent versions of Microsoft.
- 7.2 Subliem's website is hosted by TransIP. They ensure that your personal data does not fall into the wrong hands. The security is certified with an SSL certificate. A processing agreement has been concluded with TransIP. This can be requested by sending an e-mail to [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl).
- 7.3 The photos on the website, only visible when an account has been created, are stored in Google Drive. Google ensures that your personal data does not fall into the wrong hands. Google's privacy statement can be requested in a separate attachment from [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl).
- 7.4 The payments you owe will be collected through Twelve. They ensure that your personal information does not fall into the wrong hands. A processing agreement has

been concluded with Twelve. This agreement can be obtained in a separate attachment from [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl).

- 7.5 The newsletter will be sent via MailChimp. They will ensure that your personal information does not fall into the wrong hands. A processing agreement has been concluded with MailChimp. This can be requested in a separate attachment from [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl).
- 7.6 The data traffic can be viewed by google and the internet provider of the Vrije University of Amsterdam. For Google's privacy statement see the following link: <https://policies.google.com/privacy>. For the privacy statement of the VU see <https://www.vu.nl/nl/privacy-statement.aspx>. Google and the Vrije Universiteit ensure that your personal data does not fall into the wrong hands.
- 7.7 Payment transactions can be viewed by Rabobank. The privacy statement can be found via the following link: [https://www.rabobank.nl/images/pdf-privacy-statement\\_29902052.pdf](https://www.rabobank.nl/images/pdf-privacy-statement_29902052.pdf). Rabobank ensures that your personal data does not fall into the wrong hands.
- 7.8 If you have the impression that your data is not properly secured or there are indications of misuse, or if you would like more information about the security of the personal data collected by Subliem, please contact the board of Subliem, via [bestuur@subliem-vu.nl](mailto:bestuur@subliem-vu.nl). If you retain your complaint, you can report it to the Personal Data Authority.

## **8. Adjustments of privacy statement**

- 8.1** This privacy statement is subject to change. The changes will be announced via a separate mail.