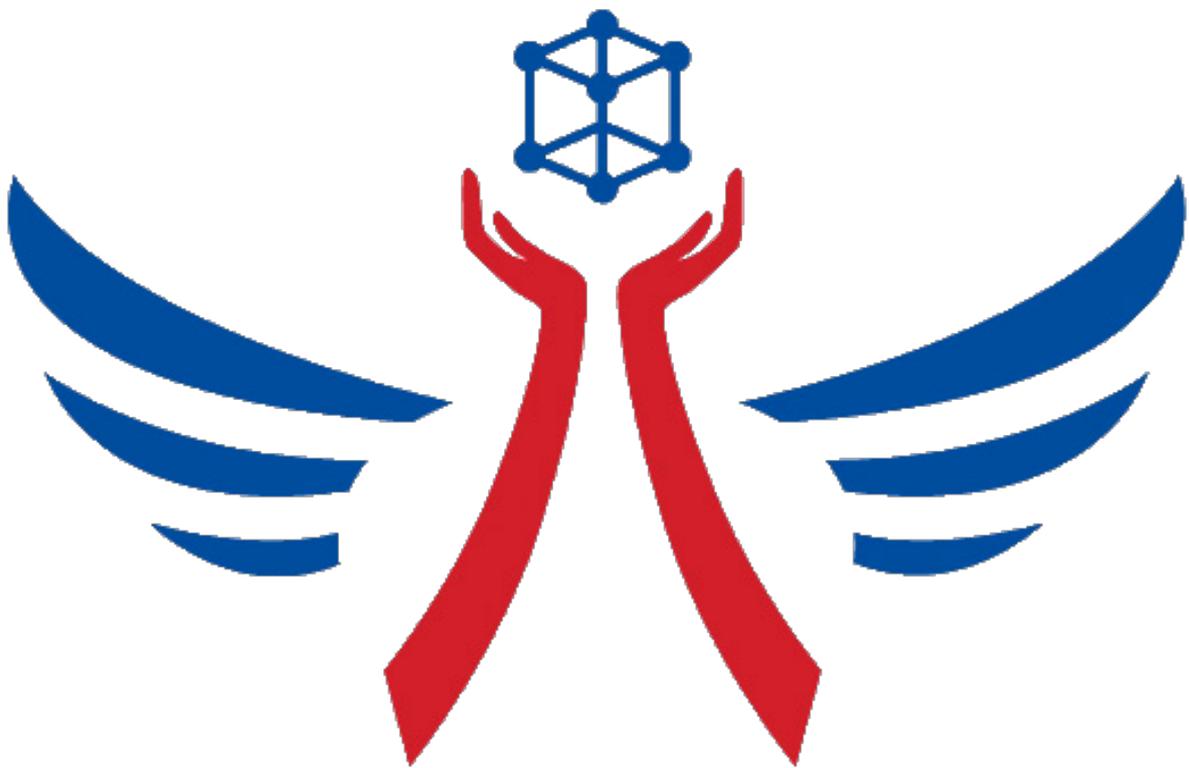


Privacy Policy

Study Association Caerus



First Draft

Published - February 2019

Introduction

We know that you are probably wondering why a relatively small but growing study association such as ours requires a privacy policy, let us clear that up for you. 2018 was a very important year for individual privacy rights as it was revealed that many major global conglomerates and online service companies had experienced data breaches or were involved in unethical exchanges, both of which resulted in the personal information of billions of individuals across the globe being leaked and subsequently misused for fraud, identity theft and targeted advertising. We at Caerus believe that the rights of all of our members and participants at events should be respected, and that if personal information is collected, it has to be handled and stored correctly, and discarded safely when it ceases to serve a purpose. The articles below outline all the relevant details of our data collection policy, in like with the principles outlined in the GDPR, which can be found here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>.

Article 1 - Data Types and Usage

The points below outline what types of data we collect from our members and why we do so:

For Members of SA Caerus:

- 1. Type 1:** This is data that we need to collect and keep on all Caerus members. If you do not give us this data, it is unlikely that you can be a member.
 - 1.1. Name and student number:** To know who you are and to verify that you study at the RUG.
 - 1.2. Gender:** This is part of the website form, and we cannot do anything to change this at the moment. As soon as we can, we plan to discard this information as we consider it largely irrelevant
 - 1.3. Date of birth:** To make sure you are old enough to attend all of our events, since some of them do involve alcohol.
 - 1.4. Phone number and email:** To keep you up to date with announcements relevant to Caerus members and events, and to contact you in the case of a conflict or emergency.
 - 1.5. Event history:** (The Caerus website keeps track of every event you have signed up for since you became a member) : To keep track of pending payments and document attendance at different Caerus events.
- 2. Type 2:** This is data that we might need to collect if you decide to become a member to aid processing of payments and services that you have opted for
 - 2.1. Bank account number:** To allow you to pay via SEPA if you choose to do so, and to process refunds or reimbursements should that be required.
 - 2.2. Address:** To forward packages or letters addressed to you that go through Caerus (books etc.)
- 3. Type 3:** This is data that you might end up giving us without your explicit knowledge
 - 3.1. Picture(s):** We do not collect this data with an explicit purpose, however, we do give members the option to upload a photo on their account on caerus-ucg.com . Additionally, pictures of you may be taken at an event and uploaded to the Caerus website for documentation.

For Attendees of Caerus Events

4. Type 4: Even if you are a not a member, if you choose to attend one of our events, for documentation and security purposes, there is still some data that we must collect from you.

4.1. **Your Name:** Since you chose to attend one of our fine events, we would like to know who you are.

4.2. **Your phone number/email:** To keep you up to date with announcements about the events that you registered for.

Article 2 - Data Access and Storage

The points below outline who has access to your data and how it is stored:

1. **Type 1 and Type 2:** This information is stored on the website database and can be accessed by only members of the Caerus board. This minimises the risk of a breach and misuse*. Information about your event sign-ups may be forwarded to a committee chair, but only when absolutely necessary and relevant (eg. in the event of an unmade payment). Both types (1,2) are only kept on file as long as you are a Caerus member, after which it is deleted from the website. Though it can still technically be recovered, we do not indulge in such practices. Information about your sign-up history may be kept on file for up to 3 years after your membership has ended, to assist with documentation regarding attendance at past Caerus events.
 - 1.1. * If you happen to be a Caerus member during a CUOS Audit year for study associations, your name, student number, date of birth and gender may be submitted to CUOS for verification purposes. More information can be found here: <https://www.rug.nl/cuos>
2. **Type 3:** This data is also stored on the website database and can be seen by all members that have an account on the Caerus website, as well as the marketing team at UCG.
3. **Type 4:** This data is stored on the website database and can only be accessed by the board of Caerus or committee chairs upon a special request.

Article 3 - Rights of Caerus Members and Attendees

The points below outline your rights and course of action incase you are not comfortable with the us having access to or storing your data:

1. Send us an email at info@caerus-ucg.com with a request to delete some of your data. Unfortunately, we cannot delete Type 1 data as we legally need to hold it for documentation purposes, and so you may have to terminate your membership if you are uncomfortable with us keeping it on file.
2. You can approach a board member of Caerus and make a formal request that your data must be taken down and disposed of properly.

If you have any questions, suggestions or complaints about this policy document, do not hesitate to contact us at info@caerus-ucg.com or approach us in person. We hope you enjoyed reading our policy statement, and we wish you a good day!