

## Privacy Statement

Study Association Cover

June 22, 2018

Study association Cover, hereafter to be referred to as "Cover", processes the personal information of its members to realise her primary goals, as defined in her statutes. This privacy statement addresses what information the association processes, and to what end.

### Necessity

Cover processes the personal information of an individual, starting from the moment that the individual engages in a membership or contributor agreement with Cover. It is not possible to engage in a membership agreement with Cover without providing the required personal information. No automatic profiling will take place based on the provided information. Cover does not process special personal information as determined by the General Data Protection Regulation, which an individual did not explicitly provide. Prospective members and contributors are not required to provide this information.

During, and after membership Cover processes the following information:

Information type:	Purpose:
Name and surname	For identifying members and contributors.
Date of birth	For determining the appropriate legislation based on age.
Gender	For comparing anonymised statistics with the statistics of the studies Cover represents.
Nationality	For comparing anonymised statistics with the statistics of the studies Cover represents.
Residential information	For sending periodic magazines, and other written communication.
Phone number	For urgently contacting the member or contributor.
Email address	For communicative purposes, as well as invitations to the general assemblies.
IBAN	For deducting owed fees, agreed upon by the member or contributor.
BIC	For deducting owed fees, agreed upon by the member or contributor.
Student number	For requesting subsidies provided by the University of Groningen.
Field of study	For comparing anonymised statistics with the statistics of the studies Cover represents.
Starting year	For comparing anonymised statistics with the statistics of the studies Cover represents.
Study phase	For comparing anonymised statistics with the statistics of the studies Cover represents.
Date of registration	For archiving purposes.

### Sharing personal information

Cover does not supply personal information to third parties, with the exception for situations in which the board deems it necessary to do so. Cover does not generate income in any form from personal information.

Cover exchanges personal information structurally with *Rijksuniversiteit Groningen*, and *Conscribo online boekhouden*. A processing agreement has been signed with these parties, stating they are not allowed to process information in another fashion than what they have been contracted for.

## Security of personal information

Cover takes pride in the fact that nearly all digital systems are produced and hosted by herself. Cover places an emphasis on security and privacy. Cover does not share personal information if it does not benefit the association and members directly. In case information is shared with third parties, Cover makes sure that the selected third party considers security and privacy as important as Cover does.

## Period of storage

Cover keeps track of seven years of financial administration, which includes personal information. For that purpose Cover saves a copy of an individual's information for no longer than seven years after their membership or contributor agreement has terminated, unless otherwise required by law.

## Rights of an individual

An individual has the right to view their personal information as possessed by Cover, as well as remove all entries on request. In addition an individual has the right to change incorrect information, for that purpose contact the secretary of the board, or change them directly through the profile page on the website.

Furthermore an individual has the right to request all information Cover possesses concerning the individual, as well as obtain said information in a portable format to provide to another organisation. For that purpose, and all other requests, contact the secretary of the board.

## Complaints

Formal and other complaints considering the processing of personal information by Cover can be submitted through a digital form on [autoriteitpersoonsgegevens.nl](http://autoriteitpersoonsgegevens.nl), or by contacting the *Authority Personal information (AP)*. Of course, contacting the secretary of the board directly would be highly appreciated. The secretary of the board would consider your complaint and work in collaboration with you to find a solution at the earliest opportunity.

## Contact information

You can reach the secretary of the board at:

Email:	secretary@svcover.nl
Address:	Nijenborgh 9 room 041a, 9747 AG, Groningen
Phone:	+31 50 363 68 98