

# Privacy Statement

Study Association for Media and Culture AKT



Last edited: July 25<sup>th</sup>, 2018 by Kevin Postma and translated by Eline Spit on behalf of the 39<sup>th</sup> board of AKT

## 1. Introduction

This is the declaration concerning the processing of personal information within Study Association for Media and Culture AKT, established in Utrecht, The Netherlands, and registered in the *Kamer van Koophandel's* Business Register under the registration number 40478712 (hereafter: AKT). AKT is responsible for processing personal data in correctly under the General Data Protection Regulation (GDPR). We regard the protection of the personal information of our members, our donators and our contacts from all other collaborating parties of the utmost importance, and intend to process information as carefully as possible, so that their privacy will be secured in the best way possible. In doing so, we intend to be very open about the manner in which we process personal data.

In this privacy statement we will inform you about the way in which we process personal data, ways in which you can actively get engaged in your own rights to privacy and any other information that may be of interest to you. This privacy statement will be applicable to all (online) activities of AKT.

AKT always treats these personal data in a careful and professional manner, and always within the boundaries of the General Data Protection Regulation.

## 2. When does AKT collect personal data?

AKT can ask for you personal data in case you:

- Registerate for our newsletters;
- Sign up for and AKT membership;

- Sign up for or participate in an activity organized by AKT;
- Register yourself for our alumni administration;
- Participate in one of our committees or working groups, or apply for a position in our board;
- Contact AKT;
- Become a *Friend of AKT* or donate to AKT in another way.

### 3. Which personal data does AKT collect?

Different personal data are collected for different processes. Most commonly we will ask for:

- name and address details;
- bank account number (IBAN);
- images (photos and videos);
- date of birth;
- sex;
- e-mail address;
- interactive records (for instance: information we receive when you contact us);
- postal code;
- phone number.

AKT collects personal data directly with you, after you have given permission for us to do so, but in some cases, AKT will receive information personal data from third parties, should that be in compliance with the law. It is therefore possible that information be shared with third parties, such as other study associations, companies or Utrecht University, only if permission is explicitly given. AKT is obligated by the law to collect certain personal information; our Statutes oblige us to collect name and address details for our general member administration.

#### 3.1 Special personal data

AKT processes special personal data incidentally, these are data that are even further protected by law. Examples include information about health such as illnesses, allergies, prescription drugs and dietary requirements, which might be necessary for us to collect for certain activities, such as our introduction camp.

We will ask you explicitly for your permission for the processing of these special personal data per activity, should this be necessary. After the goal of collecting these data is complete, usually when the activity in question has ended, we will immediately delete the special personal data.

### 4. For what purposes does AKT process your personal data?

In general, AKT collects and stores personal data in service of the following purposes:

- Sending our newsletter;
- to communicate with you;
- to administer members to our administration, to maintain an up-to-date member administration, to communicate with members and to create membership cards;

- to register and administrate participants in activities that are organized by AKT and to communicate with these participants,
- to include members in the year book and alumni in our alumni administration;
- to offer certain services, such as the book sale.

AKT offers several activities that can only be executed by using these personal data. Examples include using e-mail addresses to send our monthly newsletter, as well as certain information that is necessary for you to participate in committees or activities organized by AKT. Your personal data will only be used if you give us explicit permission to do so. Should you give us this permission, you will always be informed to what purposes your personal data will be used, which data we collect and with which third parties your data might be shared. After giving permission to AKT for using your personal data, it is always possible to withdraw this permission at a later point. You can do this by sending an e-mail to [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl). Below you can find some activities.

#### 4.1 AKT membership

Should a prospective member want to sign up for a membership with AKT, we will need certain personal data, including name, address, phone number, postal code, place of residence, date of birth, e-mail address and a recent portrait photo. The data that are given to us in this process are used for our member administration, membership cards, the yearbook, sending our newsletter and communication with members. Through our statutes, we are obliged by law to process some of these data (name and address details).

Personal data that are given to us when registering for a membership, will be stored for a period of four years maximum. An AKT membership is valid throughout one's entire life. Should the membership be terminated in the meantime, we will be forced to delete any remaining personal data, unless we are necessarily or legally obliged to preserve these personal data for a longer period of time (for instance: should the member be in dept to AKT). Terminating a membership can be done by e-mailing a request for deregistration to [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl), or by deregistration via our website ([www.akt-online.nl](http://www.akt-online.nl)).

After the four year term we will ask for your explicit permission to process your personal data, that are necessary for our general member administration, again. After you have given permission, your data will again be processed for another four years. Please be noted that an AKT membership can be terminated by AKT, should the member not give permission for the processing of his or her personal data, that are necessary for our membership administration.

#### 4.2 AKTivities

When signing up for an AKTivity, we will need information for the member's registration/administration and communication with the member that is participating in the AKTivity. After the member has given permission, these data will be kept until the end of the academic year, in service of our administration for the entire year. Should special personal data have been collected, AKT will explicitly ask you for your permission to process these, and they will be deleted after the AKTivity has ended.

With some AKTivities, pictures can be taken for publication on our website and AKT's social media channels, as well as our yearbook. By signing up for an AKTivity, you give AKT permission to use these

images, unless you object. Should you choose to do so, please send an e-mail to [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl) and explicitly tell us what it is that you object to.

### **4.3 Alumni file**

During the studying period, AKT can send her members registration requests for the alumni file. A registration form for this file can be found on AKT's website as well. This file contains a registration of many Media and Culture alumni, as well as alumni from the studies Theater-, film- en televisiewetenschappen and Theaterwetenschappen, that give insight into places our alumni have ended up, give us the opportunity to keep in touch with alumni, and organize reunions and events. When signing up, the data collected for this purpose (name, e-mail address, beginning/end of your studying period, place of employment, social media profiles) will be kept for an undetermined amount of time. AKT can contact you for alumni-related issues (such as invitations to AKTivities or requests to write something for our monthly newsletter). Should you sign out for the file, your data will be deleted.

### **4.4 Yearbook**

When signing up for a membership with AKT, you agree to AKT using your name and portrait photo for your yearbook, the AlmanAKT, that is published at the end of the academic year and will be provided to members internally. Additionally, AKT can use photos that were taken at AKTivities. You are able to change your portrait photo. Should you want to do so, or object as a whole to AKT using your name and photo for the yearbook, please contact [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl)

### **4.5 Newsletter**

We offer a monthly newsletter to anyone who may be interested, with information about our activities. As an AKT-member, you will receive this automatically. It is possible to subscribe to this newsletter through our website, even if you are not a member. We will use the e-mail address that was given to us with that explicit purpose. You can find a link in every newsletter that will allow you to sign out from the newsletter.

### **4.6 Applications**

Should you choose to apply for a position in a commission, a working group or the board of AKT, AKT will process the data that you have given to AKT for this purpose for as long as you partake in the commission, working group or the board. Should your partaking be terminated or should you choose end your partaking yourself, the data will be deleted.

### **4.7 Friends of AKT**

If you choose to become a 'Friend of AKT', your personal data will be kept for as long as the agreement stands, that is during the time when name, logo and/or description are displayed on the AKT website or the PLAKT – AKT's magazine and the monthly newsletter are received. After cancellation, your data will be deleted and you will no longer receive the PLAKT.

## **5. Cookies and clicking registration**

We do not process visitors' information or cookies on our website.

## **6. Sharing data with third parties**

In some cases it will occur that AKT will have to share personal data with third parties. Examples include the introduction camp, visits to companies or study trips – in these cases third parties can ask for personal information of participants. AKT does not sell your data to third parties and will only share information if this is necessary for the execution of arrangements with you (as participant) or if it is necessary for legal matters. We will always ask for your permission explicitly, should we have reason to share your data with third parties. One exception to this rule will be the providing of personal data to authorities, if we are obliged to do so by law.

## **7. Sharing data with parties outside of the European Union**

In rare cases, AKT can provide personal data to parties in countries outside of the European Union. This is in service to facilitating communication with international students or members that are studying abroad.

## **8. Storage period of personal data**

In general, AKT will not store personal data any longer than is necessary for the precise purpose for which the data were collected. Data that were collected for general registration with AKT will be stored for a period of four years maximum, after which it is possible to extend the membership by giving us permission to process data for another four years. Personal data that were collected for AKTivities will be stored until the end of the academic year, in service to our annual administration. Data collected in service to job applications will be saved for the period the participant will partake in the commission, working group or board in question. Special personal data will be deleted immediately after they served the direct purpose for which they were collected. Any other personal data, such as those collected for signing up for the newsletter or the alumni file, will be stored until signing out. Personal data are stored digitally. AKT always stores personal data in accordance with the GDPR.

## **9. Access and changing personal data**

It is possible to request access to and the changing of your own personal data at all time. You can also request to have your data removed – please note that some information is required for participation in certain activities, use of services, and a membership with AKT. Should you want to request access, please contact [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl) and specify your request in the 'subject' of the e-mail.

It is possible that you are asked for a copy of your identification while submitting your request for the purpose of checking your identity. You can make a safe copy of your identity card by using the Dutch government's 'Kopie Id'-app, which you can download in the app store.

It is your right to file an official complaint about the way your data are processed, either with AKT or with Autoriteit Persoonsgegevens.

## **10. Security of personal data**

We will take fitting technical as well as organizational measures to secure personal data against misuse, loss, unauthorized access, unwanted disclosure, unauthorized modification and other forms of misuse or unlawful processing. These measures ensure a level of security that AKT regards as fitting for the data she collects. Should you feel that your data are not secured in a proper manner or if there are signs of misuse, please contact [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl). Should we find that, despite the measures taken, data are misused, we will inform the person or people it regards.

## **11. Privacy policies of third parties**

On AKT's website, social media platforms and newsletters, links to external websites can be included that are not part of AKT. AKT uses external platforms and services from third parties, such as Facebook and Google. We cannot be held responsible for the manner in which these third parties treat personal data. We recommend reading the privacy statements from these third parties, before actively using them.

## **12. Questions**

Should you have any questions or remarks in response to the information in this privacy statement, feel free to contact us on our e-mail address: [bestuur@akt-online.nl](mailto:bestuur@akt-online.nl).

## **13. Modification of the privacy statement**

This privacy statement was last altered on July 25<sup>th</sup> 2018 by Kevin Postma on behalf of the 39<sup>th</sup> board of AKT. We reserve the right, where necessary, to make changes to this statement. We advise you to consult this statement regularly so that you remain aware of these changes.