**Privacy statement**

In this document, you will find an explanation concerning the data that student sport association collect from its members and patrons. The two groups mentioned before will be hereafter called ‘the members’. The association does not collect or use data for other purposes than described in this statement, unless you have given permission priorly. This privacy statement is subject to change so members have the responsibility to check this statement on a regular basis. Any changes will be applied in this document and consent will be asked again. Drastic changes can therefore not be applied intermediately, unless consent has been asked to members who signed the statement before.

**The registration form**

There is a list below with the data that is collected from the registration form and for which purposes this data is used. The data is necessary for the use of the services the association provides. The data that is provided via the registration form is stored in the members’ administration and is stored on a secure server to which only the treasurer and the secretary of the association have access to. Next to that, the data is stored in a digital administration software. A processing contract is agreed upon with the administrators of this administration software. The data will be stored until October of the academic year in which the membership is cancelled with the association via the common procedure for cancellation. After that, the data is deleted. If a person wants to become a member again after this, he or she has to fill in a new form.

|  |  |
| --- | --- |
| **Data:** | **Purpose:** |
| First- and surname | To differentiate between members |
| Date of birth | To indicate if a member is younger or older than 18 years, which is important to abide by the law |
| Phonenumber | To get contact in case of emergency, and for clarification of uncertainties and/or questions |
| Address | To send documents, like the association’ magazine |
| E-mail | To get in touch in case of notifications and/or invitations, and to send the newsletter in which relevant information for members is sent |
| Student identification number/ sportscardnumber | To indicate which type of membership is necessary/ to apply for subsidy/ for control purposes for the Radboud Sports Centre |
| IBAN | To collect the yearly membership fee of … euros via automatic collection and to make future payments and/or declarations more easy |
| BIC | To collect the yearly membership fee of … euros via automatic collection and to make future payments and/or declarations more easy |
| Start of academic year | To differentiate between years of members |

Next to that, it is possible that Radboud University, Radboud Sports Centre and the Hogeschool Arnhem Nijmegen will ask student sport association x to provide certain data that was obtained with registration. This is to check the student status of the members of the association. The data that is provided is the first- and surname and the student identification numbers. In signing this statement the member agrees with providing the data that is mentioned above to Radboud University, Radboud Sports Centre, Radboud Fonds and Hogeschool Arnhem Nijmegen.

In signing the registration form therefore consent is giving for processing this data.

**Viewing and changing your data**

It is always possible to see your collected data with the secretary of the association and to request a change, addition or removal of your data. For all data applies that when data needs to be changed, supplemented or deleted, you have to pass this to the board yourself.

**Objection**

It is possible to object to the collection of data. If the foundation of the association weighs heavier than the objection, the association can choose to continue the processing of the data. If the objection is against providing data to the RU, RSC or HAN than this can be mentioned to the association. If the data is already provided, than the association will notify the RU, RSC or HAN of the limitation.

**Duty to report in case of a dataleak**

The association has a duty to report in case of a data leak. Its goal is that the association handles your data more carefully and makes sure the security is in order. A data leak is the case when data is lost or is unlawfully processed. If there is a data leak, the association is obligated to let her members know. For more information about data leaks, we will refer you to the protocol data leak.

**The trip registration form**

On the registration form for trips of the association additional data will be collected next to data that is already collected on the normal registration form. This data is only collected from members that join the trip. Below, there is a list of data that are collected for the trip. Other data can be gathered from the members administration, but can be asked again for control purposes.

|  |  |
| --- | --- |
| **Data:** | **Purpose:** |
| Phone number parent/guardian/contact person | To get in touch in case of emergency |
| Adress parent/guardian/contact person | To get in touch in case of emergency |
| IBAN | To collect the participants contribution |

By signing this document, you agree with the statement as described above concerning the collection of data.