

# Privacy Statement of Utrechtse Life Sciences Vereniging Amino

## Disclaimer

The English version of the Privacy Statement is a translation of the Dutch *Privacyverklaring*. When there is a difference in interpretation between the Dutch and English version, the Dutch version will take precedence.

## General

The Utrechtse Life Sciences Vereniging Amino is responsible for processing personal data of her members, as is presented in this Privacy Statement. When an upcoming member of Amino shares their personal information, this person automatically agrees with this Privacy Statement. When changes are made in the Privacy Statement, U.L.S.V. Amino is obligated to inform all members of these changes.

When in this document a reference is made to the "board", this refers to the current board of U.L.S.V. Amino and also the candidate board approved by the General Assembly of Members.

## 1. Overview of processed personal information

U.L.S.V. Amino processes personal data of all the members, supporters and alumni of the association, and also of website visitors. All types of personal data that U.L.S.V. Amino processes and collects are mentioned below. Data indicated with a \* are not mandatory, and optionally provided to Amino. The personal data of members, supporters and alumni are stored in the members administration of Amino. The board of the association has access and insight into this program and the data stored in it.

### 1.1. *Personal data of members*

The term members refers to normal members, extraordinary members, members of merit and members of honour. U.L.S.V. Amino collects and saves the following types of personal data of these members:

- Name (initials, prefix surname and surname)
- Given name
- Address (street name, house number, ZIP code and city of residence)
- Email address
- Date of birth
- Bank account number
- Student number
- Bachelor
- Start and final year of bachelor\*
- Master\*
- Start and final year of master\*
- Phone number
- Possible function in a committee, taskforce and/or board
- Starting date of membership
- Photo\*

### 1.2. *Personal data of alumni*

Alumni are former members of U.L.S.V. Amino who have indicated that they want to be included in the Alumni file. U.L.S.V. Amino saves the following types of personal data of Alumni :

- Name (initials, prefix surname and surname)
- Given name
- Address (street name, house number, ZIP code and city of residence)
- Email address
- Date of birth
- Bank account number
- Student number
- Bachelor
- Start and final year of bachelor\*
- Master\*
- Start and final year of master\*
- Phone number
- Possible ex function in a committee, taskforce and/or board
- Starting and ending date of membership
- Photo\*

### 1.3. *Personal data of supporters*

The types of personal data that U.L.S.V. Amino collects and saves from supporters are the following:

- Name (initials, prefix surname and surname)
- Given name
- Address (street name, house number, ZIP code and city of residence)
- Email address
- Date of birth
- Bank account number
- Phone number
- Starting date of becoming a supporter

### 1.4. *Personal data of website visitors*

From everybody that visits the website of U.L.S.V. Amino ([www.ulsvamino.nl](http://www.ulsvamino.nl)), the association processes and saves the following types of personal data:

- IP-adress (is saved anonymously)
- The time and date of extraction of information during the visit to the website
- Information relayed by your browser

## 2. Purpose of processed personal data

U.L.S.V. Amino processes your personal data for the following reasons:

- The processing of data for the members administration
- The processing of data for the alumni administration
- Financial administration
- Ability to perform age verification at activities where alcoholic beverages are served
- Personal contact and communication with members
- Sending the newsletter, (digital) post or (physical) cards
- Information on membership cards
- Statistical insight on the website traffic of the website of U.L.S.V. Amino

### 3. Additional incidentally collected personal data

In addition to the aforementioned types of personal data, committees, task forces and the board may request additional information in regard to specific activities, for example dietary preferences. This data will only be used after explicit permission and will not be shared or used for other purposes than the purpose for which the granted permission extends.

### 4. Storage and retention of personal data

U.L.S.V. Amino does not save personal data longer than is necessary for the realization of the purposes for which it was collected or than is legally required. This corresponds to the duration of membership at U.L.S.V. Amino, with a possible additional period in the alumni file. After this, for administrative reasons, personal data will not be stored for longer than a full year if Amino does not start another agreement with you. U.L.S.V. Amino is legally obliged to save payment and billing information seven years after deregistration. This applies to payment and billing information from members as well as companies, agencies, and other external parties or persons who enter into an agreement with Amino. All other personal data fall under the retention time as mentioned above.

### 5. Provision of personal data to third parties

U.L.S.V. Amino refrains from disclosing personal data to third parties, unless this is necessary for the execution of an agreement with you, the association has a legitimate interest in this, explicit permission was given or to comply with a legal obligation. With the following third parties personal data are shared:

- Conscribo, a software company whose administrative software is used by Amino for maintaining the membership file and as an accounting program.
- Google, necessary for processing new registrations and resignations, for both the association and certain activities.
- Vimexx, the host and server of U.L.S.V. Amino needed for saving all the data on the domain ulsvamino.nl.

### 6. Social media

U.L.S.V. Amino uses the social media platforms Facebook, Instagram, LinkedIn and Whatsapp, with the purpose of promoting activities and contact with the members. Members of the association themselves choose to join the (private) groups on the various platforms, and are expected to know that their profile and associated personal data will be visible to the other group members.

### 7. Tracking website traffic and cookies

On the website of U.L.S.V. Amino general visitor data is stored, the particulars can be found in article 1.4 of this privacy statement. This data is used for website management and analysis of visit and click behavior performed on the website. U.L.S.V. Amino uses this information to improve the functioning and safety of the website and to prevent abuse. The data is made anonymous as much as possible and is not provided to third parties.

The website of U.L.S.V. Amino uses functional cookies, only used for ensuring the proper functioning of the website. It is not mandatory to request permission for functional cookies, and for this reason you are not asked to accept cookies when opening the website.

## 8. Photos

During activities, meetings or other affairs where U.L.S.V. Amino is present, photos can be made by the journalism committee of Amino (the ImpresCie), the board, or another designated member of the association.

U.L.S.V. Amino is not responsible for photos taken by members in a personal capacity. The association is, however, responsible for photos taken by our members with the specific aim of publishing them in the name of Amino. The provisions following this one are not applicable to photos taken by members in a personal capacity.

U.L.S.V. Amino explicitly offers photos of past activities to her members via the website or other protected platforms such as the private Instagram page. Amino is entitled to publish these photos here because this provides a service for the members of the association. By storing the photos on the website of the association or protected other locations, the photos remain out of reach and sight of third parties. The public distribution of photos in a personal capacity is not permitted without the explicit permission of the board. If this nonetheless does occur without permission, this is not in the name of U.L.S.V. Amino and therefore, the association is not responsible for this. Photos that may be considered inappropriate will not be posted on one of the platforms of U.L.S.V. Amino.

When a member desires that a certain photo in which the member concerned is present is deleted, this member can request this at any time. This can be done by sending an email to [bestuur@ulsvamino.nl](mailto:bestuur@ulsvamino.nl). The request will be complied with as soon as possible, resulting in the removal of the photo. If desired and requested, the photo (or photos) in question will be deleted from all means of storage of U.L.S.V. Amino.

All photos that the board and committee involved (the ImpresCie) consider worthy, will be stored on the external hard disk of the association. The photos shown on the website are a selection of the material present on the hard disk. All photos that are not stored on the external hard disk, and that are therefore not considered worthy, will be deleted. If it is desired that the photos on the external hard disk, that are not already present on the website, are used for a different purpose (for example for publication in the Almanac or the TranScript), permission must always be requested from the members present in the concerned photo.

Photos that have been placed on a closed platform of U.L.S.V. Amino (platforms only accessible to members of the association) for at least two weeks, are thereafter allowed to also be used on public platforms, including but not limited to the TranScript, the Almanac, and public pictures on the website. This is with the exception of photos that, as described previously, have been requested to be deleted by a member.

## 9. Sound recordings during the General Assembly of Members

A decision can be made by the board to make a sound recording during the General Assembly of Members, on which both the board and attending members can be heard. This will be in addition to the minutes.

These recordings will only be used in the preparation of the minutes. When this purpose has been accomplished, the recordings will be permanently deleted. Only the board has access to these recordings, and the recordings will under no circumstance fall in the hands of third parties.

## 10. Inspect, change and remove personal data

All members of the association may always request details of their own personal data in possession of U.L.S.V. Amino, they may also request to supplement this data, change inaccuracies or request the

data to be removed. Deletion of personal data will only happen under the condition that the association has no longer a legal obligation to store it. Members always have the right to revoke any previously granted permission. Any requests to view, correct or remove personal data can be sent to [bestuur@ulsvamino.nl](mailto:bestuur@ulsvamino.nl). The board will respond to your request as soon as possible.

## 11. Security

U.L.S.V. Amino takes the personal data security seriously, and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure, and unauthorized changes.

If you are under the impression that your personal data are not properly protected, there could be indications of abuse of the data, or if you desire more information about the protection of the personal data that U.L.S.V. Amino collectes, please contact the board by sending an email to [bestuur@ulsvamino.nl](mailto:bestuur@ulsvamino.nl).

## 12. Contact details

Visiting and business address: Sorbonnelaan 4, 3584 CA Utrecht, Room 105

Postal address: Princetonplein 5, 3584 CC Utrecht

Trade Register Chamber of Commerce registration number: 71648623

General email address: [bestuur@ulsvamino.nl](mailto:bestuur@ulsvamino.nl)

Website: <https://www.ulsvamino.nl>