

# Study association for Political Science Students in Leiden (and The Hague)

## Privacy statement



The Study association for Political Science Students in Leiden collects and processes personal data. We would like to make sure we clearly inform you and make sure we are as transparent as possible. This privacy policy is meant to help you understand what personal data we collect, why we collect it and what we do with it. You can find these, and other important questions and answers below. This privacy policy is conform the European Privacy Law 2018, known as the General Data Protection Regulation (GDPR). If you have any further questions which were not answered in this policy, feel free to send an email to [secretaris@spilplaats.nl](mailto:secretaris@spilplaats.nl)

### 1. What are personal data?

This is information you provide us that personally identifies you, such as your name, email address, age or home address. Photos and videos are also seen as personal information. When you provide these personal data, it is crucial the recipient handles the data with care.

### 2. From whom does the Study association for Political Students in Leiden receive personal data?

The Study association for Political Science students receives personal data from persons who are in direct or indirect relation to the association or from persons who are potential members.

This includes information from:

- Members of the Study association for Political Science Students in Leiden
- Persons who registered for the study course Politicologie, Internationale Politiek or International Relations and Organizations at Leiden University for the upcoming academic year. They will receive an invitation for the annual introduction weekend of the SPIL. The information is requested from the Institute of Political Science and will be deleted directly after sending the invitation.

### 3. What personal data are collected?

The Study association for Political Science students processes data which are provided by members.

An overview of personal data:

- First and surname
- Gender
- Date of birth
- Home address
- Phone number
- E-mail Address
- Bank information

The information is processed for multiple reasons, including collecting the yearly contribution, sending newsletters and invitations for our General Assembly, sending our semi-scientific magazine Debat and to call or email you if necessary. If a person does not agree with the collection of one's personal data, one cannot be a member of the Study association for Political Science students. Members can order their books via the web shop of StudyStore, in this case members will provide their information directly to StudyStore. The SPIL only provides the link to StudyStore so members can order their books with discount.

#### *Photos and Videos*

During excursions, trips, lectures and other activities, photo's will be taken for promotion purposes. The material will be posted on social media channels, the website and other SPIL-related platforms like the Almanac. These platforms can be accessed by SPIL-members and non-SPIL-members. In the case a participant objects to this, he/she must inform the SPIL-board beforehand. The photo-archive is not public and only the SPIL-board and Leiden University ICT-employees are granted access.

#### *Almanac (Yearbook)*

Every year the SPIL publishes an Almanac. The Almanac will contain a list of all current members of the SPIL with their full name and possibly their date of birth. Pictures of committees and pictures taken during activities will also be published. In the case a committee member or SPIL-member objects this, he or she must inform the SPIL-board in time.

#### *Registration for activities*

When a person registers for a SPIL-activity, some information will be requested. This includes full name, email address, phone number, study year and study. It depends on which kind of activity there will take place, if we request further information. The information is collected so we can send emails with more information about the excursion, or to pass on to government institutions who request a participant list. With the provided information we can also check if someone is a SPIL-member or not. We also keep track of how many participants are in a certain study of year.

#### *Online behavior*

The SPIL keeps track of the number of hits on our webpage and of the online magazine Debat. Authorized board members have access to the number of hits on a webpage and online articles. This online behavior is completely anonymous and the visitor who clicks on our web pages cannot be identified. The online behavior is collected into statistics; hence we can improve our website and online magazine.

#### **4. Who has access to your data?**

The Study Association for Political Science students in Leiden does not sell your data and does not pass on information to third parties, unless this is necessary by law or requested by institutions we visit. With companies that process your data in our assignment, we conclude a user agreement to ensure the same level of security and confidentiality. Study association for Political Science Students in Leiden remains responsible for these processing operations

The following people within the SPIL have access to your data:

- The current board: the current SPIL board has access to all entered personal data. This way a good overview can be kept of the membership administration. The board can use this information for approaching persons for committees, registration for activities, verification of SPIL membership and sending (digital) mail items. All digital data is encrypted so that only authorized persons have access to the data. Any documents with personal data are always kept in cabinets that can be locked.

- **Committees:** When a committee organizes activities for which registration is required, in addition to the board, this committee can also access the necessary personal data. This information is provided by the participants themselves via the registration list of the activity. Only the current board has access to the program where these registrations are collected. A registration list can be forwarded to the committee with the purpose of sending information about the activity.

The Study Association for Political Science Students in Leiden processes personal data in the following computer programs or systems:

#### *PC Leden (membership administration)*

Study association for Political Science Students in Leiden manages your personal data in the PC Leden program. PC Leden is a membership administration program installed on a single computer in the boardroom and connected to the secure network of Leiden University. Members' data is kept on a secured hard drive connected to the Leiden University network. Data from previous years are stored in the secure physical and digital archive of the Study Association for Political Scientists in Leiden.

#### *Mailchimp*

Newsletters and invitations to the General Assembly of the SPIL are sent via the Mailchimp program. The personal data collected on this program are name and e-mail address. The purpose of the newsletter is to inform you about relevant information about the association and its goals. The newsletter is also used to inform the members of possible collaborations between the SPIL and external parties and relevant activities that are organized by external parties. Members can always unsubscribe from the newsletter at any time. If you would like to unsubscribe yourself from the newsletter, but still want to continue receiving the invitations to the General Assemblies of the SPIL, you should inform the current secretary by sending a written request by e-mail to the e-mail address [secretaris@spilplaats.nl](mailto:secretaris@spilplaats.nl).

#### *iZettle*

The SPIL uses an iZettle pin device and the accompanying app to complete some payments.

#### *SnelStart*

The SPIL uses the program SnelStart for the accounting and financial administration of the association.

#### *Joomla!*

The SPIL uses the program Joomla!, a free, open source content management system.

More information about the processor agreements can be found under the heading User Agreement.

## **5. Social Media**

The SPIL is active on Facebook, Twitter, Instagram, LinkedIn and Snapchat. On these platforms it is possible that photos are shared. If the participant objects to the publication of certain image recordings on one of these promotion channels, he / she must make this known to the SPIL board in time.

## 6. How long do we store personal data?

Study Association for Political Science Students in Leiden does not keep your personal data longer than is strictly necessary to realize the goals for which your data is collected. We use the following time spans for the following (categories) of personal data:

- Personal data obtained via online registration lists for activities: these are stored for up to 1 year after the activity has taken place.
- Registration forms: registration forms and thus personal data obtained via online registration lists for SPIL membership are retained for a maximum of 2 years after deregistration. When the membership is terminated in time, the personal data will be removed from the PC Leden program as of 1 September of the new academic year.
- Unsubscription forms: will be kept up to 2 years after deregistration.

## 7. Sharing personal data with third parties

Study Association for Political Science Students in Leiden does not sell your information to third parties and only provides this if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. The SPIL remains responsible for these processes.

## 8. Reporting obligation for data leaks

The Study Association for Political Science Students in Leiden is legally obliged to report immediately to the Dutch Data Protection Authority as soon as a serious data breach has taken place. If not all leaked data were properly encrypted, or if the data breach is likely to have adverse consequences for the other parties for other reasons, the data breach must also be reported.

## 9. Cookies, or similar techniques, that we use

The Study association for Political Science Students in Leiden does not use cookies or similar techniques.

## 10. Weblinks

On the website of the Study Association for Political Science Students in Leiden are links to other (external) sites. Please note that the Study Association for Political Scientists in Leiden is not or cannot be responsible for the privacy policy on such sites. We want our users to be aware of this when they leave our site and to be aware of the privacy policy of every site that collects personally identifiable information. This privacy policy only applies to data collected on this website.

## 11. View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to data processing or to object to the processing of your personal data by the Study Association for Political Science Students and you have the right to data transfer. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization mentioned by you. You can send a request for access, correction, removal or data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [secretaris@spilplaats.nl](mailto:secretaris@spilplaats.nl). To ensure that the request for access has

been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, to your request. Study Association for Political Scientists in Leiden would also like to point out that you can file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## **12. How we protect personal data**

Study Association for Political Science Students in Leiden takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at [secretaris@spilplaats.nl](mailto:secretaris@spilplaats.nl)