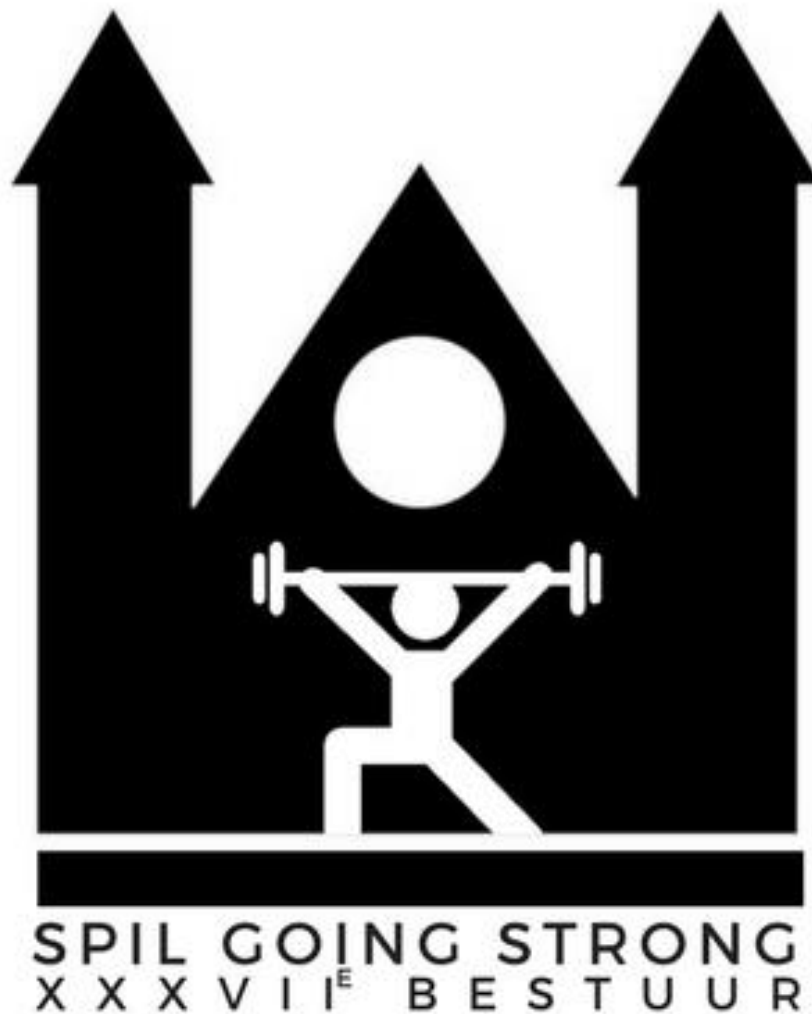


Study Association for Political Science Students in Leiden



GENERAL ASSEMBLY: CONSENT ON NEW BOARD

June 25th 2018, start at 19.00 hrs.

Restaurant Buddhas, Botermarkt 20 in Leiden

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'Onze nob'le discipline'

Door Max Nederkoorn en Stijn van den Wijngaard

NB: Voor ceremonieel gebruik worden slechts het eerste couplet en het refrein gezongen.

Onze nob'le discipline,
De politieke wetenschap!
Het debat is voor ons routine,
Trots op 't studieus broederschap,
Dit Leidsch superieur instituut,
Eren wij de vereniging,
Die heerst en regeert deze stad:
Sedert 't jaar één-en-tachtig
Is de SPIL oppermachtig!

Maak plaats, hier is de SPIL!
De SPIL maakt 't verschil!
Chapeau, chapeau:
Wij prijzen hoog
De glorie van de SPIL

[[Rijk'lijk vloeit de alcohol,
De politieke borrelpraat!
Drinken hoort bij 't protocol,
Zoveel dat het nergens meer op slaat.
Dit Leidsch superieur instituut,
Eren wij de vereniging,
Die heerst en regeert deze stad:
Wie ons ziet heeft direct een
Minderwaardigheidscomplex!

Maak plaats, hier is de SPIL!
De SPIL maakt 't verschil!
Chapeau, chapeau:
Wij prijzen hoog
De glorie van de SPIL]]

AGENDA

1. Opening
2. Choosing Voting Committee
3. Setting the agenda
4. Announcements
5. Received documents
6. Evaluating minutes of the General Assembly: Interim report dated 12 and 20 March 2018
7. Budget & realizations
8. Minutes of the meeting on decreasing the workload of the SPIL board and reforming the committee structure
9. Advisory plan on reducing workload of the SPIL board
10. Advisory plan on reforming the SPIL committee structure
11. Accepting new privacy policy
12. Consent on 38st f.t.-board
13. Discharges and installations
14. Any Other Businesses (W.v.t.t.k.)
15. Round of questions
16. Decharge of Voting Committee
17. End of meeting

BUDGET AND REALIZATIONS

1. Realization AJW

Income	Estimated		Realization	
	p.p.	estimated	p.p.	realization
SPIIL-contribution	€ 12,50	€ 500,00	€ 12,50	€ 500,00
Participant fee	€ 59,00	€ 2.360,00	€ 53,30	€ 2.132,00
	€ 71,50	€ 2.860,00	€ 65,80	€ 2.632,00

	Expenses			
	Estimated		Realization	
	p.p.	estimated	p.p.	realization
Accommodation				
Hostel	€ 45,05	€ 1.801,80	€ 44,65	€ 1.786,00
Travel				
Train (to)	€ 3,25	€ 130,00	€ -	€ -
Train (from)	€ 3,75	€ 150,00	€ 5,03	€ 201,00
Activities				
City Games	€ 0,25	€ 10,00	€ 0,25	€ 10,00
workshops	€ 13,50	€ 540,00	€ 13,64	€ 504,50
Tower	€ 2,50	€ 100,00	€ 2,50	€ 92,50
Others				
Contingencies	€ 2,98	€ 119,20	€ -	€ -
Restitution participants	-	-	€ 5,70	€ 231,20
Participants	-	-		€ 44,80
	€ 71,28	€ 2.851,00	€ 65,80	€ 2.860,00

Explanation:

* All participants had a student public transport and therefore no costs were incurred on the outward journey.

** The two participants received a refund from the tourist tax and the activities for which there was no payment made.

2. Realization IAPPS

Income	Estimated		Realization	
	p.p.	Estimated	p.p.	realization
SPIIL-contribution	€ 94,09	€ 2.070,00	€94,09	€ 2.625,00
Participant fee	€ 340,00	€ 7.480,00	€298,73	€6.572,06
	€		€	€
	434,09	€ 9.550,00	392,82	8.642,06

	Expenses			
	Estimated		Realization	
	p.p.	Estimated	p.p.	realization
Accommodation				
Hostel	€ 150,00	€ 3.300,00	€ 150,00	€ 3.300,00
Travel				
Train	€ 105,36	€ 2.318,00	€ 105,36	€ 2.318,00
Transport	€ 45,00	€ 990,00	€ 18,81	€ 413,90
Congres Expenses				
Individual participation	€ 15,85	€ 348,70	€ 15,85	€ 348,70
Congress participation	€ 102,79	€ 2.261,38	€ 102,79	€ 2.261,38
Others				
Contengencies	€ 13,02	€ 331,92	€ -	€ -
Restitution Participants	-	-	€ 41,27	€ 908,02
	€ 432,03	€ 9.550,00	€ 434,09	€ 9.550,00

3. Budget EJW

Income	Estimated			
	amount	p.p.		Estimated
Participants	75	€	35,00	€ 2.520,00
Current board	8	€	25,00	€ 200,00
Upcoming board	3	€	25,00	€ 75,00
Committee	7	€	25,00	€ 175,00
	93			€ 3.075,00

Expenses				
	amount	p.p.		Estimated
Accommodation				
Scouting*	93	€	16,13	€ 1.500,00
Groceries				
Breakfast & Lunch	93	€	2,29	€ 212,97
Diner day 1	93	€	1,55	€ 144,15
Diner day 2	93	€	1,29	€ 119,97
Snacks	93	€	0,57	€ 53,01
Non-alcoholic Beveridge	93	€	1,45	€ 148,80
Alcoholic Beveridge	93	€	3,24	€ 301,32
General Expenses				
Decoration	93	€	0,56	€ 50,00
Participant's booklet	75	€	1,16	€ 87,00
Others				
Fuel				€ 200,00
Gift speaker				€ 10,00
Expenses reimbursement speaker				€ 12,50
Cleaning supplies				€ 25,00
Administration costs**				€ 115,00
Contingencies***				€ 95,33
Totaal				€ 3.075,00

Explanation:

* The costs for the stay are higher per person, if there are more than 100 people then the accommodation costs will be 15.00 euro per person. If there are more applications, there will also be more to spend, in this case the EJW committee has an extra present (beer opener) for the participants in mind.

** The administration costs include the costs for the envelopes, printing and straps.

*** Contingencies is estimated at about 3% of the income.

MINUTES OF THE MEETING ON REDUCING WORKLOAD OF THE SPIL BOARD AND REFORMING THE COMMITTEE STRUCTURE, DATED MAY 7TH 2018

Part 1: Ideas on reducing workload of the 38th board

In general

Over the past year the board has experienced their board year as very busy and time-consuming. The work pressure of the board appears to have increased significantly in the past few years. Several factors contributed to this, of which the arrival of the new study International Relations and Organizations in The Hague was the biggest. The arrival of this new study in another city brought additional tasks and challenges for the board, including:

- Running double shifts of the common room now that the SPIL has two association rooms in both Leiden and The Hague.
- Give substance to the new function and the tasks of the IRO commissioner and the IRO committee.
- Integrating the IRO students in The Hague with the association: building up a community.
- Being responsible for the search of a balance between the kind and number of organized SPIL activities, taking into account and accommodating in the wishes and interests of Bachelor's students in Political Science, International Relations and Organizations, International Relations and Organizations and master students.
- Taking care of an extra budget, the IRO budget.
- Translating policy documents, promotional messages, the website, letters and other written documents.
- The arrival of CIROS and the regular meetings with the founders of CIROS, the study advisors and members of the Institute of Political Science.
- A lot of extra administrative work in registering new international members due to the lack of valid bank details at registration and in the collection of contribution from international members with a non-SEPA account number.

The overall workload of the board has increased, however there are some differences between the increased workload per job. In particular, the functions within the daily management (chairman, secretary and treasurer) have faced additional challenges in the past year. One can think of the extra work that the separate IRO budget meant for the treasurer, but one can also think of the entry of the new privacy legislation (General Data Protection Regulation) and all preparation that had to be done by the secretary. Experience has shown that fulfilling the main function as board members takes so much time that it is almost impossible to speak of a part-time job. For this reason, the board members with a secondary position had to spend less time in fulfilling their side function. The board has therefore looked at a plan to reduce the workload by making the committees of the side positions independent. This refers to the Acquisition committee, the IAPSS committee, the Yearbook committee and the Facilities committee.

Some of these tasks will expire next year or will take less time. Another aspect that the board has been working on this year is updating the Rules of Procedure, a task that was not required to a large extent, but the board saw this as a necessary thing. This does not alter the fact that writing good advice on how this workload can be reduced is hard to give, since the 38th board will face new challenges in addition to the existing challenges, with the emphasis on all developments surrounding IRO. At this moment, a board year at the SPIL is still established as a part-time board year, which is not in proportion to the actual time spent working. An important question we can ask ourselves is:

isn't the SPIL board heading towards being a full-time board. To what extent is this a problem and would we like to do so? The faculty decides whether a board is full-time or not within the framework of management fees. There is also a maximum number of study associations that qualify for this. The SPIL also mentioned in previous years that they wanted to be considered as a full-time board, but this has never succeeded. Thijn will nevertheless look at the possibilities and will check with someone from the institute. An example that came up was the fact that a part of the board fee is paid from the contribution to the board members of study association Labyrint. Whether it is desirable at all to promote the board (with or without extra remuneration) as a full-time job in the search for a new board, is therefore still the question. From all those present there was little enthusiasm for this idea.

Ideas to reduce work pressure

1. Shortening in opening hours of the common room. This has already been implemented by the board in the last block. In both Leiden and The Hague, the common room was now open every day at least between 10:45 and 15:15, taking into account the times of most lectures. There were both preliminary and counter - arguments for shortening opening hours of the common rooms services as part of a solution to reduce the workload of the administration. For the next board there is in any case a mandate to shorten the common room opening hours. The board will have to think about (and present) how they want to implement the common room shifts: does the board want the common room primarily to function as a living room for the members or as an office? The use of an open loft policy where members always have access to the common room, such as study association Labyrint does, is not very desirable. For example, strict rules apply to the use of certain appliances and to the consumption of alcohol in the common room. Personal data of members is also stored there. If a rule is violated by the members, then the board is responsible.

2. Training the upcoming board and taking care of a board training. The Faculty will organize this: an in-house emergency service training, a training in communication, promotion training, information about the GDPR, a training for internal relations within the board.

3. The daily management should preferably not have a side function

Taking into consideration that an additional function can give a lot of color to their board year. However, this remains only a consideration of the 37th board. In the formation process of the 38th board the preferences in additional positions of the applicants themselves must also be taken into account.

4. The appointment of informal daily management within some committees and the independence of certain committees.

By appointing informal daily management within some committees and / or the independence of a number of committees, a lot of work will be taken out of the hands of the statutory auditor. Ultimately, the Commissioner remains ultimately responsible for the policy of the committee. There is already delegation and experimenting with daily management within committees. A challenge in this is ensuring the sense of responsibility of the committee members. Probably this works best if you give the committee members enough responsibilities and find a good balance between the number of committee members and the responsibilities you give them. Moreover, you could have the chairman within a committee write the policy document for the GA to increase his / her sense of responsibility.

Another option to reduce the workload is the option to reduce the number of activities and parties. The board was not enthusiastic about this idea. Next year about 700 new students are expected and it would be desirable to meet their wishes (and expectations). Moreover, the board thinks that shortening activities and parties is not the most effective solution to reduce work pressure. The 37th

board will give advice to their successors to make agreements about the obligations of the entire board to be present on activities.

Another possibility that was proposed was the creation of a new working group, as the WHALV was created a few years ago. However, their advice was to set up an Advisory Board. This is now available. Setting up a new working group would therefore be unnecessary.

The conclusion of part 1 of the meeting is that making the independent (formal or informal) of certain committees will be the most effective change when the goal is to reduce the workload of the next board. Shortening on common room shifts is a way to reduce work pressure, but is not necessary to implement when the focus is on the independence of certain committees. For the next board will have a mandate to shorten the opening hour of the common room. The board will therefore have to think (and present this policy) about how they want to implement the common room shifts: does the board want the common room primarily to function as a living room for the members or as an office?

Part 2: Reform committee structure

The reason to make a reform plan with regard to the committee structure is based on high work pressure that the board is experiencing. In the previous part of the meeting we concluded that a reform of the committee structure would be the most effective way to reduce this workload.

In their plan, the board has set out which committees could become independent committees. The plan also states that within these independent committees a daily board (chairman, secretary, treasurer) is appointed who, in addition to their duties as general members of the committee, receive an extra task / responsibility in this way. Among other things, the chairman has the task of keeping an overview within the committee, scheduling meetings, drawing up an agenda for the committee meeting, maintaining close contact with the person ultimately responsible and frequently discussing plans and possibly writing the reports for the General Members Assembly. The secretary's primary duties are to take minutes of the committee meetings and forward them to the person ultimately responsible for the board, take care of internal communication and communication about the mail and maintain contact with the commissioner Promotion within the board about the promotion of activities organized by the committee. The treasurer of the committee has the additional tasks of drawing up a budget and realizing the committee expenses and maintaining good contact with the treasurer of the association.

The responsible member of the board has the task of regularly consulting with the chairman of the committee and evaluating, the functioning of the committee and chairman of the committee, reading the minutes of the committee meetings, attending regular committee meetings and make a clear what the responsibilities the committee members have.

The plan shows that the board does not want to change the responsibilities and the role of the statutory auditor within the committee of his or her main function. The main functions will not change, only the side positions will become independent committees where the commissioner only has final responsibility for the committee's policy. The board emphasized the importance of a supervisory director who remains chairman of the committee of his / her main function. In this way, the board members stay in the middle of the association and it will be easier for members to contact them. The board has noticed that the enormous growth of the association and the arrival of the many IRO students makes visibility of the board and communication from the board to the members

two very important things. Moreover, the board thinks that the association will keep its strength and charm when the chairman role within a committee is held by a board member, the commissioner.

During the meeting, the board was asked why they choose not to make the change to a committee system in one go, where all committees are independent and are distributed to a Commissioner Internal I, Internal II and a Commissioner External.

Pro arguments:

1. The association is forced to make this structural change due to the size of association and the expected continual growth in the coming years. It makes the association more viable for the long term.
2. The independence of (almost) all committees will become easier with the transition to a Commissioner Internal Affairs and a Commissioner External Affairs. This would create more positions in committees where members can develop even more. In addition, the expectation is that the students who have been members of the SPIL for a couple of years remain more active than before.
3. More committees can be created, for example an alumni committee, a Short Trip Committee, a Brussels Trip Committee and a Long Trip Committee. This offers more committee positions for the members.
4. The SPIL does not have to lose its charm and power when the commissioners in the board no longer hold the position of chairman within the committees. By keeping in touch with your members and going to all activities, board members would also stand be in the heart of the association.
5. We think too much in terms of what information we have at this moment and do not dare to make this reform. These ideas have been playing for years, but yet always postponed. It is time to make this transition at once and not implement half reforms when you are already going through a transition.

Counter arguments:

1. The change to a system with a commissioner Internal Affairs and a commissioner External Affairs is not an ultimate goal we want to achieve. The main reason why the board wanted to make a number of committees independent, was to reduce the workload. In the eyes of the board, this already happens when the side positions of the board functions become independent committees and not necessarily when the committee structure is changed in this proposed way. The aim of reforming the committee structure was not because the structure as we now know, with a commissioner as chairman within the committees of Internal Affairs, Foreign Affairs, Education and Debat, would not function properly.
2. The association would lose charm and strength. If the commissioners within the board no longer occupy the position of chairman within the committee, the expectation is that the board members will be less visible to the members and also less approachable for the (committee-) members. The board has noticed that the growth of the association and the arrival of the many IRO students makes visibility of the board and communication from the board to the members two very important things, especially for the members in The Hague.

3. The possibility for member to develop themselves in committee is also possible in the current plan. The board presents their three main policy goals for the year during the GA on their policy, to present what they want to achieve during the year. If the positions of Commissioner of Internal Affairs, Foreign Affairs, Education and Debat no longer exist, or if they still exist. If the commissioner is no longer chairman of the committee, the power of the policy of the board will most likely decrease.
4. The current plan, where the commissioner is still chairman within the committee of his / her main function (Internal affairs, Foreign affairs, Education, Debat) and the additional positions will become independent, is not intended or formulated as a middle way before we switch to a structure with a Commissioner Internal I, Internal II and an External Commissioner and making all committees independent. It is about finding the most suitable structure for our association. The growth of the number of members and thus of the association itself is not infinite and should not be a reason to change everything at once.
5. Concerns were expressed about the future and quality of the Debat magazine when the committee becomes fully independent. The experience of the study association B.I.L. teaches us that the quality of the association magazine will decrease when current committee structure will be changed into a structure with only independent committees.
6. If you determine the committees for which a Commissioner is internally and externally responsible, you may not be able to get to know your members and the applicants for the new board. You can also keep a Commissioner for Foreign Affairs and place various Foreign Affairs committees under his or her supervision for different trips. Indirectly this already happens with the subgroups that exist within the committee, but there are no separate committees for this yet.

How to continue

In the coming weeks, the board will put effort into giving advice to the 38th board. This will be presented during the next GA. This advice will include how they can (a) reduce their workload and (b) how they can start working in their year on independent committees and (c) what possibilities there are in changing / improving the committee structure for the long term. The advice plan will be approved during the GA on Monday, June 25th of 2018. The 38th board, as agreed at this meeting, will also be obliged to convene the GA at the beginning of 2019 to discuss their choice and plans for the future. This will concern the possible change of the committee structure. For a number of years, these reform ideas have been on the agenda of the executive boards, but never before has there been enough attention to possible reforms. The reason why this has not yet happened can largely be explained by the fact that every board is appointed for only one year and every new board starts again in September. It would therefore not be desirable to act in the same way next year. This could mean that a reform might never happen. This is enough incentive to gather and write down knowledge and ideas about the possible and desirable reforms in the committee structure. Finally, the 37th board advises the 38th board to discuss their plans with the Advisory Board on time.

In agreement with all attendees (Advisory Council, former board members and other interested members) it has been decided to draw up a two-part advice plan which in any case contains the following points:

- Part 1: A plan for the 38th board on how they can reduce their workload and how they can experiment with more independent committees during their board year It will also include which committees would be eligible. It will be advised to look at every position in the board

and not just look at the additional positions. This will include a total of about one page.

- Part 2: A brief summary of what was discussed during this meeting regarding possibilities for reform of the committee structure. Without going into too much detail, the board will set out some possibilities in their advice that the 38th board can take into account. One of these possibilities will be to reform the structure to an association where the positions of Chairman, Secretary, Treasurer, Commissioner Internal Affairs and Commissioner External Affairs are filled by the board members. The commissioners will then have several independent committees in which they ultimately are responsible. The 38th board is obliged to make a choice and to present it at an GA which they will convene at the beginning of 2019. This policy will then have to be approved by the GA.

ADVISORY PLAN ON REDUCING WORKLOAD SPIL BOARD

Over the past year, the board has experienced its board year to be very busy and time-consuming. The work pressure of the board appears to have increased significantly in the past few years. Several factors contributed to this, especially the arrival of the new study International Relations and Organizations in The Hague. Although a number of tasks were only a one-time investment for the board, the fact remains that a board year at the SPIL has developed over the past few years in a job that no longer corresponds to the description of a part-time board year. Moreover, the arrival of the study International Relations and Organizations in The Hague will again bring new developments for the association. In order to be able to transfer a workable situation to its successors, the 37th board decided to look into the possibilities to alleviate the workload for future SPIL boards. During a meeting that was accessible to the Advisory Board and former board members, this issue was presented and possible solutions were discussed together. By means of this letter the 37th board of the SPIL wants to inform the General Assembly (GA) of what has been discussed during this meeting.

Opening hours common rooms

The first time-consuming board task is to run double shifts in keeping the common rooms open, now that the SPIL has two common rooms: one in Leiden and one in The Hague. During the meeting, various options were discussed on how the board should deal with these double shifts. In order to avoid having to distribute eighty hours of service to seven board members every week, an effective and concrete solution would be to shorten the opening hours of the common rooms. The 37th board proposes to give the future board the mandate to shorten the opening hours. Another option would be to consider an "open common room policy". This would mean that all members are free to gain access to the common room. One very important thing to take in account is that important information and valuable items are stored in the common rooms. These must be stored safely at all times. The ban on electrical appliances and alcohol use must also be respected. The 38th board must present their policy concerning the opening of the common rooms to the General Assembly on their first GA of the academic year 2018-2019.

Training the new board

In order to prevent a big workload at the beginning of the board year, it is important that the next SPIL board is properly trained and that the current board will complete their businesses as well as possible. In collaboration with the Faculty Board, this year for the first time a training day will be organized by the faculty for the new boards of the four associations of the Faculty of Social and Behavioral Sciences. On this training day, various training courses are given, including an in-house emergency service training, a training in communication, promotional training, training on the GDPR and a training for internal relations within the board.

The appointment of an informal daily management within certain committees and making certain committees independent.

By appointing an informal daily management within some committees and / or by making a number of committees independent, whom will be able to take over a lot of work from the board. Ultimately, the commissioner remains ultimately responsible for the policy of the committee. This year the board already experimented with a daily management within committees. A challenge in this is ensuring the feeling of responsibility of the committee members. This would probably be most successful when the committee members are given enough responsibilities and a good balance is found between the number of committee members and the responsibilities that are given to them in the tasks that have to be fulfilled. In addition, the president of the committee could, in cooperation with his / her commissioner, write the policy document for the General Assemblies to increase his / her feeling of responsibility.

More details on the implementation of this plan and which committees would best qualify for more independence, can be found in the advice plan regarding the reform of the committee structure of SPIL committees.

The 37th SPIL board hopes that this gives future boards means to work with in their search for a good balance between board work and other activities. It is of course up to the future boards to decide what they do with these recommendations. No doubt the attitude and cooperation within a board makes a big difference in the time that a board year consumes or seems to consume. However, in view of the recent and expected developments, the 37th board is very satisfied with the steps taken during the meeting.

ADVISORY PLAN ON REFORMING THE SPIL COMMITTEE STRUCTURE

In response to the motion that has been approved during the General Assembly: Interim report, the board convened a meeting on May 7th 2018 to draw up an advisory plan together with the Advisory Board, former SPIL-board members and other interested members regarding possible reform of the committee structure of the SPIL. The initiative to further investigate reforming possibilities within the committee structure was mainly due to the fact that the workload for the board members has increased enormously over the past years and therefore there has to be a solution on how to reduce this workload. During the meeting we came to the conclusion that reforming the committee structure, in a way that certain committees get more independence, is one of the most effective ways to achieve this. On the basis of what has been discussed and agreed upon during the meeting, the board has drawn up three possibilities for reforming the committee structure. The 38th board will have to consider the advantages and disadvantages of each scenario and has to choose one of these scenarios to implement. The 38th board will be obliged to convene a General Assembly at the beginning of 2019 to present and vote on their choice and future plans regarding the possible change of the committee structure. Prior to this GA, at least one meeting with the Advisory Board and other former SPIL-board members has to be organized again. Moreover, the 38th board is strongly advised to discuss their plans with the Advisory Board in time. The plan that will ultimately get chosen and approved will take effect from the academic year 2019-2020. Below you can find the three possible scenarios.

Scenario 1: Change nothing

The committee structure is organized in the same way as in previous years. This means that in every committee, with the exception of the EJW and AJW committees, a board member holds the role as chairman within the committee. In this case, the 38th board would come to the conclusion that the current committee structure would best suit the association and / or found other ways to reduce their workload.

Scenario 2: More independence for specific committees

In this system, a number of committees become independent. There are various choices and considerations to make in determining which committees will get this independence. There could be chosen, in accordance with the original idea of the 37th board, to give independence to all committees of 'side' positions of the board. This refers to the Acquisition committee, the IAPSS committee, the Yearbook committee and the Facilities committee. This would mean that the commissioners within the board remain to have the position as chairman in the committees of their main function. However, the committees named above will operate independently and have their own daily management, with their own chairman, secretary and treasurer. The commissioner within the board will still have final responsibility over the committee's policy (as is the case with the AJW and EJW committees). Another option is to give more committees this independence, so also committees under the main functions of commissioners in the board. The 38th board will have to decide for itself which committees will become independent under this scenario. Obviously, all the advantages and disadvantages in the decision in which committees gain independence should be properly researched and substantiated. Moreover, it is necessary to clearly define the relationship and distribution of tasks and responsibilities between the chairman of the committee and the commissioner in the SPIL-board who has the final responsibility.

Scenario 3: Total independent committee structure

In this system, all committees will operate independently from the board. The SPIL will only have independent committees, with reformed main functions consisting of, for example, a Commissioner for Internal and External Affairs. As before, the members of the SPIL-board will bear final

responsibility for the policy of the committees, however they will no longer function as chairman within the committees. The committees have their own daily management, with a chairman, secretary and treasurer.

The most important arguments that have been exchanged can be read in the minutes of the meeting.

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

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 personal 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 we collect:

- 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.

Studystore

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.

Social media

The SPIL is active Facebook, Twitter, Instagram, LinkedIn and Snapchat. On these platforms it is possible that photos are shared where you can see as a member if you are present on an activity. 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.

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.

Registration for trips

When a member registers for one of the study trips organized by the Study Association for Political Science Students in Leiden, the following personal data are requested and processed by us:

- Full name
- Date of birth
- Sex
- Address data
- Phone number
- E-mail address
- Nationality
- Telephone number in emergency (ICE)
- Medical details
- Passport data / identity card details

The travel registration and the collection of the data mentioned above will be paid through physical registration forms. These personal data are stored on the secure disk on the Leiden University network and physically in a safe. When the trip is over, the personal data will be destroyed. The SPIL processes these personal data for the booking of transport tickets and accommodations and to handle the payment of the trip. This information can also be provided to the authorities that will be visited during the trip in the event that they require to receive a list of participants

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.

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 requested through the SPIL board.

5. 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.

6. 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.

7. Reporting obligation for data leaks

The Study Association for Political Science Students in Leiden is legally obliged to report within 72 hours to the Dutch Data Protection Authority as soon as a serious data breach has taken place. If the data breach is likely to have negative consequences for other parties for other reasons, the data breach must also be reported.

8. Cookies, or similar techniques, that we use

The SPIL keeps track of click data from website visitors on its own website and from the readers of the online articles of our association magazine Debat. Our website www.spilplaats.nl uses Google Analytics to keep track of the click behavior of website visitors. This information is anonymous and cannot be traced back to the identity of the website visitor. These anonymous data are transferred to Google and stored by them. The authorized persons of the SPIL can view the referring sites and see the number of clicks per page and the number of clicks per article. The collected data are plotted in statistics where the effectiveness of the information offered is assessed. The purpose of this is to optimize the design of the website so that the SPIL can optimize its services and on the basis of this data better insight to the future of the magazine Debat to assess online. Read Google's privacy policy [here](#) for more information, as well as [the privacy policy](#) of Google Analytics.

9. 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.

10. 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. To ensure that the request for access has been made by you, we ask you to either submit the request in person in one of the boardrooms of the SPIL or to send a copy of your ID with the request. Mark 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, at your request. Study Association for Political Science students in Leiden would also like to point out that you have the opportunity to 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>.

11. How we protect personal data

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

COMPOSITION 38st CANDIDATE BOARD OF SPIL

Roos Neven

President & commissioner Acquisition

Leonie Andriessen

Secretary & commissioner Promotion

Rex van der Kruit

Treasurer & commissioner IAPSS

Nicola Otten

Commissioner Internal Affairs & Yearbook

Marjolein Nieuwenhuijsen

Commissioner Foreign Affairs & ICT

Aline de la Croix

Commissioner Education & Facilities

Rick van den Brink

Commissioner Debat