

Wageningse
Studenten
Turn
Vereniging



SPLIT

Privacy policy

Introduction

W.S.T.V. Split gives high priority to the privacy of its members and attaches great value to the protection of personal information of its members. As a result of the new European privacy law, W.S.T.V. Split changed their privacy policy and changed their registration form. In this document, the policy of W.S.T.V. regarding privacy and media is explained in three chapters. First, the records of the processing activities will be explained. After that, the media rules of W.S.T.V. will be elaborated. Finally, the protocol for a possible occurrence of a data breach will be clarified.

1. Records of processing activities

General	Name Association	Chairman	Secretary	Treasurer	Commissioner Intern	Commissioner Extern
Name association and contact information	W.S.T.V. Split wstv.split@wur.nl	Jonne Veldboom jonne.veldboom@wur.nl	Femke Schreurs femke.schreurs@wur.nl	Pien Sinnige pien.sinnige@wur.nl	Manouk Vermeulen manouk.vermeulen@wur.nl	Tessa Smit tessa.smit@wur.nl
How many contact information will be processed? A=<500 B=500-1000 C=1000-1500 D=>1500	A					

Which information do we give away?	Association	Persons
NSTB	Total number of members Information about the board Statute Domestic regulations	Name
Thymos	Total number of members	Name Student number
KNGU	Total number of members	Address, date of birth and start of membership
Which information do we receive?	Association (NSTB)	Persons
	Contact information (e-mail) from the other associations Names from the board members of other associations	Name Date of birth Gender Address Educational institution Contact information (e-mail, phone number)
		Jury diploma
		Photos and videos
With which goals do we use the information?	Person	
	Member administration To send messages via the email/WhatsApp	
	Keeping up jury administration	
	Promotion on social media and the website	
	To type correct and complete ALV minutes	
	Liability insurance	
	Reunion activities	

Basis	Persons
Which agreement	Registration form
Storage time	Persons
Period	A maximum of 10 years
Type of storage	Persons
In which programs will the information be put?	Microsoft Office (Word, Excel) and Dropbox
Where is the information storage?	On the laptop of the board members of Split
Authorization	
Look into information	Board members of Split In case of emergencies: the police, fireman and/or doctors * *If there is an emergency during a NSTB or Split activity Split is authorized to give personal information to technical assistance personnel if they explicit ask for this.
Modify, save, delete information	Board members of Split
Redirect information to a third party	Board members of Split

2. Media policy

On the registration form, members of W.S.T.V. Split can choose to give permission for posting pictures and videos on the website, Facebook page and newsletter.

If a member doesn't agree with the privacy and/or media rules of W.S.T.V. Split, this member can present an objection to the board of W.S.T.V. Split.

3. Protocol data breach and incident register

The following procedure will be followed, when a member of W.S.T.V. Split, or someone else who is connected to W.S.T.V. Split, suspects that a data breach has occurred.

1. Report the data breach to the board of W.S.T.V. Split. In the event of a suspected data breach by one or more board members, report the data breach to another board member, or a former board member.
2. The board of W.S.T.V. Split will examine extensively whether a data breach has occurred and what the possible consequences are.
3. When personal data has leaked, the relevant persons will be informed immediately.
4. The board of W.S.T.V. Split will consider to report the data breach to the Authority Personal Data (in Dutch: Autoriteit Persoonsgegevens or AP) if necessary. The procedure on the next page will be followed to determine whether this is necessary.

Register of incidents

Date	Data breach? yes/no	Reported to the Authority Personal Data? yes/no	Reported to the involved members? yes /no	Actions undertaken

Procedure in the case of a data breach

