

# Privacy Policy Statement - Study Association Bloom

Study Association Bloom (hereafter just “Bloom”) we value the privacy of its members and we are committed to the responsible handling and protection of their personal information. We recognise the importance of complying with legal requirements and maintaining transparency in our data practices.

Bloom exclusively collects personal data of its members and affiliates, collectively referred to as 'members' henceforth. The association does not engage in collecting or processing information for purposes other than those explicitly detailed in this Privacy Policy, unless we receive prior consent from the concerned member. Any modifications or updates to this Privacy Policy will be presented at a General Assembly of the association. The aim of this document is to outline the types of personal data we process, how we manage it, and who can access it.

Should you have queries or concerns after reviewing this policy, you're welcome to reach out to our board via [info@bloom-uva.nl](mailto:info@bloom-uva.nl).

## What information we collect:

Information collected	Reasoning
First and last name	To identify unique members
Student number	To identify unique members and verify with the UvA
Email address	To contact the member, send newsletters, invitations for General Assemblies and other information.
Phone number	To contact the members and facilitate communication among active members
Address	To identify members for members for billing purposes
Bank account	To collect payments by direct debit
Passport details	For trips organised by the association
Condition if above 18	To supervise who the association can serve alcoholic beverages to and for other reasons
Sensitive data (race, ethnicity, gender)	Data which can be derived from the

	aforementioned details of the member or from photo's. Bloom is not interested in this data and it will never be stored, used or processed in any way.
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Upon joining the study association, members supply their personal information. For certain activities, the board and committees may request members for supplementary details, especially if it's pertinent to the event (for instance, dietary preferences). The handling of such data may differ from the previously mentioned personal information, as will be detailed later in this document.

### **Website:**

For individuals who opt to become members through our website, we also collect personal details such as their name, student number, home address, and email address through the website. This data is transferred to the membership administration where it is stored. Furthermore, our website also gathers information pertaining to the clicking behaviour of our website visitors. This data is subjected to anonymization by our website host, Wix, rendering it incapable of being linked to the identity of any specific website visitor.

### **Photos:**

Bloom may take pictures during study association activities. The association may use a selection of these pictures for promotional purposes, e.g. on social media after getting consent. If a member doesn't want their photo used, they can email the Bloom secretary at [secretary@bloom-uva.nl](mailto:secretary@bloom-uva.nl). If there's a specific photo they're concerned about, they can also reach out to the secretary.

## **Where we store the information:**

The personal data is stored in the administration of the board, also called the member administration. The member administration is stored in the cloud using Microsoft 365 Teams. The Teams platform is only accessible to the current board members. This way, only the board has access to the personal data.

Member administration data will also be saved on wix when members sign up through wix.

## **Who has access to this information:**

### **The management board:**

The member administration, housing the personal data of all members, is exclusively accessible to designated board members, specifically, the secretary and the treasurer. They utilise this

access to maintain a comprehensive record of the member population, execute direct debits, furnish information, contact members for clarifications, and verify memberships. The general member information, comprising solely their names, is accessible to them. As for the anonymized website click behaviour data, it is viewable solely by the marketing commissioner and the secretary.

### **Committees**

Committees have the option to request names, phone numbers and/or email addresses from the board. The board will then decide if the reason is valid and whether or not to give access to the requested data. Each committee is overseen by one board member, who can handle and use this data on behalf of the committee. The committee requires this information primarily for reaching out to members regarding upcoming activities and, if necessary, for organising members into groups for these activities. Committees like the marketing committee will have access to the photos taken of members and non-members taken during the events with their consent.

However, it's essential to note that if the committee requires any additional information beyond names and email addresses, the board is not permitted to share such information without obtaining prior consent from the member whose data is being shared.

### **Advisory board and Audit Council:**

The advisory board and audit council will have access to relevant personal data needed to fulfil their role. Relevant data could include account numbers and personal names of members in the financial records of the association, which the association is legally obliged to store.

### **Members:**

Photos depicting our various activities are available for viewing on our website for members. The website also features the names of committee members, enabling members to get in touch with the respective committees when needed. It's important to note that committee members have the option to request the anonymization or omission of their names from the website. As for communication channels, Instagram and WhatsApp serve as the primary means through which the association keeps its members informed about upcoming activities, exciting events, and academic opportunities.

Certain photos of the members will be accessible on Instagram which can be accessible to both members and non-members.

## **How long we save your personal information:**

Upon deregistration former members will be asked if the association can retain personal information in case the association wants to reach out to them. However, should a former member object to this data storage at any point, their data will be removed immediately. The board has the right to keep a record of members from the last academic year, to contact recently deregistered members if necessary.

An exception to this rule is the personal information of past board members, which is stored for 10 years after deregistration. After this their data can be removed on request. The active board may contact them for insights, additional information, or advice. Photos and names of prior board members are displayed on our website but can be removed or made anonymous upon request.

In the case of fiscal personal information, data will be stored for a minimum of 7 years to comply with Dutch Tax regulations.

Photos of association members will be saved for a maximum of 5 years *on the website* and can be only accessed by logging in.

## Membership Rights:

### 1. Right to Access and Correction:

Members possess the right to review the data collected by Bloom about them and to request corrections if inaccuracies exist in the records or if their circumstances have changed. To request corrections, members can ask for the information to be changed by sending an e-mail to [secretary@bloom-uva.nl](mailto:secretary@bloom-uva.nl). An overview of their data can also be requested from the board using the same email address.

### 2. Right to Object and Lodge Complaints:

There is an option to object to the collection of personal data. If the board deems the purpose of retaining the information to be more substantial than the grounds for objection, the association may opt to continue processing the personal data. Members can address their objections or complaints to the board, or if they wish to remain anonymous, they may submit them to the Advisory Board.

### 3. Right to Erasure:

Every member holds the right to be forgotten. While the original data source will persist, any information identifying an individual will be deleted. Consequently, there will be no linkage between the individual and specific details. In such cases, membership will be promptly terminated.

## Reporting obligation of a Data Leak:

Bloom is required to notify all of its members in the event of a data breach. This regulation is in place to enhance the careful handling and adequate security of personal data. A data breach is defined as the loss or unauthorised processing of personal data. In case of such a breach, Bloom is obliged to inform the potentially affected members as well as the Dutch Data Protection Authority (AP) within 72 hours.