

CONNECTING HANDS PRIVACY REGULATIONS

Last updated on 19/04/2021 by Kaz Middelhoek

This document specifies the privacy policy of Connecting Hands at the UT and aims to comply with the General Data Protection Regulation. Data subjects have all rights specified in this regulation. Where necessary, further specifications of these rights can be found in this document. This document is the responsibility of the current board of Connecting Hands.

0.1 DESCRIPTION OF USED TERMS

The foundation: Foundation Connecting Hands at the UT located in Enschede, enrolled in the Kamer van Koophandel under number 80243088.

The board: The current board of the foundation Connecting Hands at the UT as mentioned in article 4 of the statutes.

The supervisory board: The current supervisory board as specified in article 3 of the house rules.

A member: A member of the foundation. This includes people that are currently involved in one of the boards, committees, or projects. This does not include people that attend our events.

An (event) attendee: Any non-refugee that attends our events. Personal information of refugees is never stored or received. The exception to this is if a refugee signs up to an event without going through the COA of the AZC.

A subcommittee: One of the event organizing subcommittees of the foundation.

The audit committee: the current audit committee as described in article 4 the house rules.

1. DESCRIPTION OF DATA PROCESSING

This section includes an overview of the data processing happening at Connecting Hands at the UT.

1.1 GOAL

Data of the member administration is only kept for the purpose of contacting members, having an overview of our members, and for the division of FOBOS grants.

Data of the event attendee administration is only kept for the purpose of contacting attendees, such as sending them reminders or follow-ups about events.

1.2 PERMISSION

With the registration of a new member or event attendee, permission is asked for data processing in accordance with this document. A new member or attendee's permission is captured through a checkbox which informs the person about this document. Additional permission is asked during events for taking photos of the attendees and using them for showcasing the event and for promotional purposes.

1.3 CAPTURED DATA

The following data is captured. Each data entry contains an explanation of why this data is collected.

Member

- First and last name: identification of the person
- Study and study year: This provides further identification of the person and can be used for more personalized communication.
- Phone number: Primary way of communicating with the person
- E-mail address: Secondary way of communicating with the person
- Function in the organisation: Keeps the overview of everyone's role and responsibilities in the organisation. Used for the division of FOBOS grants.
- Period of membership of the organisation: This is used to know which members are currently active and to determine the division of FOBOS grants.
- One's presence at meetings

Event attendee

- First and last name: identification of the person
- E-mail address: Secondary way of communicating with the person
- Information required for the event: This could include food preferences, shoe size, etc. and leads to a better organised event.
- Photos taken during an event: Showcasing of the event and promotional material for future events.

2. DATA SHARING

This section includes a description of the ways your data is shared with parties.

2.1 INTERNAL

The member data is only accessible to the board. With valid reason, the board can share required data within the organisation. The organisation includes the board members, supervisory board members, the audit committee, and members of the subcommittees. The attendee data is accessible to the board and the subcommittee that organises the event.

2.2 EXTERNAL

All data is stored on Google Drive and therefore is bound to the privacy policy of Google. Member data is not shared with any other external parties. Attendee data can be shared with co-organising organisations if this is required for the event. Photos can be published on social media and the Connecting Hands website.

3. DATA STORAGE

This section includes a description of the ways your data is stored.

3.1 STORAGE DURATION

The stored member data is kept for a maximum of three years after leaving the organisation. This is important in order to maintain a connection and rounding off contact. Any questions or requests can still be answered this way.

Identifying information about attendees is kept for a maximum of one month after the event. Photos of the event are kept indefinitely.

3.2 RIGHTS OF DATA SUBJECTS

In this section the rights of every data subject are illustrated.

3.2.1 RIGHT OF ACCESS

A data subject has the right to see which data is currently stored about them. This request can be sent to the contact details stated in chapter 4. The information will be provided within two weeks.

3.2.2 RIGHT TO RECTIFICATION

A data subject has the right to change wrong data about them. This request can be sent to the contact details stated in chapter 4. The wrong information will be changed within two weeks.

3.2.3 RIGHT TO ERASURE

If a data subject would like for his or her data to be removed, this can be requested via the contact details stated in chapter 4. Removal will happen within two weeks. With the removal, the right to a FOBOS grant is lapsed, as the required information for this FOBOS grant will have been deleted.

3.2.4 RIGHT TO RESTRICTION OF PROCESSING

If a data subject would want their data processing to be limited in some way, this request can be sent to the contact details stated in chapter 4.

3.2.5 NOTIFICATION OBLIGATION

If one of the above requests has been granted, the data subject will be informed in writing.

3.2.6 RIGHT TO DATA PORTABILITY

Any data requested will be provided in clear, readable form.

3.2.7 RIGHT TO OBJECT

An objection to further processing of data can be submitted via the contact details stated in chapter 4. Data processing will stop immediately. Due to this, the right to a FOBOS grant will expire.

3.2.8 AUTOMATED INDIVIDUAL DECISION-MAKING

At Connecting Hands, no fully automated data processing occurs.

3.3 DATA LEAKS

If a data leak occurs, data subjects will be informed within 72 hours. The board will take the responsibility to prevent such leaks to occur in the future.

4. CONTACT

Questions or requests can be sent to connectinghandsut@gmail.com