

The privacy policy of the VSV 'Leonardo da Vinci'

Last updated on 15/06/2018

VSV 'Leonardo da Vinci' located at Kluyverweg 1, is responsible for the processing personal data of her members as depicted in this privacy statement. In this document can be found what data is being processed and for what purposes it will be stored. Furthermore, the member can see his/her rights and to whom the member can ask her questions.

Contact details

VSV 'Leonardo da Vinci'

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1 Overview of the personal data

VSV 'Leonardo da Vinci' processes personal data because you are a member of the society and/or you are utilising her services. By being a member of the society or by participating in her activities you agree to this privacy policy.

Below you can find an overview of what data we collect.

Personal data	Reason	Storage period
Basic personal data <ul style="list-style-type: none">NameInitialsGenderNationality	To be a member, the society needs to have your basic personal data. For example, to correctly address her members.	Study time + 3 years.
Address information <ul style="list-style-type: none">AddressPostal codePlace of residenceCountry	To be a member, the society needs to have your address information. For example to send periodic publications, postcards or further correspondence via mail.	Study time + 3 years.
Contact details <ul style="list-style-type: none">Email addressTelephone numberMobile number	De society uses your email address to familiarise her members with her activities via mailings and to spread information regarding an associated company or events from a company. This will be done at most once a month (seen over an entire academic year). After your study time an email with information regarding the alumni association.	Study time + 3 years.
TU Delft <ul style="list-style-type: none">Study numberStudy phase	The VSV 'Leonardo da Vinci' uses study numbers to monitor whether her members are still registered at the TU Delft. The VSV 'Leonardo da Vinci' uses the study phases (BSc., MSc. or graduated) to send relevant information to reduce the number of	Study time

	emails.	
Financial data** <ul style="list-style-type: none"> • IBAN number • BIC Code • Name card holder 	Financial data can be processed or shared with Exact Online for the purpose of performing direct debits or recognizing transactions.	Study time or 7 years.
Parental information* <ul style="list-style-type: none"> • Name* • Address* • Phone number* 	Parental information will only be used in case of emergency.	Study time

*This information is optional and not mandatory.

**This information is only required when the member has opted for a direct debit.

Besides these personal data the VSV 'Leonardo da Vinci' processes other data that have been given to us with consent. The VSV 'Leonardo da Vinci' remains the right to ask for more personal data when activities or services require these. These rules are stated in the privacy policy for services, which can be found below.

2 Special and/or sensitive data we collect

The VSV 'Leonardo da Vinci' processes passport numbers, id-card numbers and allergies in special cases. These can be found in the privacy policy for events.

The VSV 'Leonardo da Vinci' has no intent to collect data about website visitors or members that are younger than the age of 16, unless they have permission from a parent or guardian. However, we cannot check if a visitor is older than 16. We, therefore, advise parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without permission, please contact us via VSV@tudelft.nl then we will delete this information.

3 Automatic decision-making

The VSV 'Leonardo da Vinci' does not make decisions based on automatic processing on matters that can have (significant) consequences for people.

4 Storage periods for personal information

VSV 'Leonardo da Vinci' does not retain your personal data longer than is strictly necessary to realize the goals for which your data is collected. The retention periods can be found in section 1. Names and contact details will be used up to 3 years after the cancellation of the membership (or graduating) to send information regarding the alumni association, the Delft Aerospace Alumni.

By law it is stated that financial data from the VSV 'Leonardo da Vinci' has to be stored for 7 years. To comply we will store data regarding administration or finances for 7 years.

5 Sharing of personal data with third parties

VSV 'Leonardo da Vinci' does not sell your information to third parties and only provides this information 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 order, we conclude a processor agreement, of which an example is given in section 5.2. To ensure the same level of security and confidentiality of your data, VSV 'Leonardo da Vinci' remains responsible for these processing operations.

5.1 Access to information

Only the board of the VSV 'Leonardo da Vinci' and the administrators of the website have access to the database where the personal data are stored. The database is stored on the servers of the TU Delft. The servers are maintained by members of the society.

5.2 Third parties where information is shared with

- MailChimp
We use mailchimp for the distribution of the activity mailing. To do so, your email address is shared with mailchimp.
- TU Delft
The website and database are hosted by TU Delft. Data is therefore stored on the servers of TU Delft. To update our database we periodically interact with the TU Delft. By doing so we can check whether our members are still studying at the TU Delft.
We also use the 'webdrive' or 'webdata' of the TU Delft to store information. This is a cloud storage hosted by the TU Delft.

6 View, adjust or delete data

The member has the right to see, correct or delete the members the data. This is possible via the personal settings of your account. The member also has the right to retract permission given for the processing of information or to object to the processing of his/her personal data by VSV 'Leonardo da Vinci'. The member also has the right of data portability. This means that the user can send a request to transmit the personal data the society has collected about the member, to the member or some other organisation, by means of a computer file.

If the member wants to utilise his right to object and/or right of data portability or has questions/remarks about the processing of data, the member can send a specified request to VSV@tudelft.nl.

In order to ensure that the request for access has been made by you, we ask you to send a copy of your identity document 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. VSV 'Leonardo da Vinci' will respond to your request as soon as possible, but in any case within four weeks.

VSV 'Leonardo da Vinci' would also like to point out that you have the opportunity to submit a complaint to 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>

7 How we secure personal data

VSV 'Leonardo da Vinci' 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 details are not properly secured or if there are indications of abuse, please contact us via VSV@tudelft.nl

8 Photos

The VSV 'Leonardo da Vinci' takes pictures for promotional goals of recurring events. Photos can be taken of you during events of the VSV 'Leonardo da Vinci'. If you want to have it removed, please contact the VSV 'Leonardo da Vinci'. This is easiest via VSV@tudelft.nl.

9 Changes to the privacy policy

The VSV 'Leonardo da Vinci' retains the right to change the privacy policy at any given time, without giving notice. We, therefore, advise people to check the privacy policy regularly.

The privacy policy of the VSV ‘Leonardo da Vinci’ – services

Committees

A significant portion of the services, provided by the VSV ‘Leonardo da Vinci’, are provided by committees. To provide these additional services, the processing of extra personal data is required. The additional services are divided into 5 categories.

- Excursions
- Career
- Activities
- Educational
- Publications

To use the above-listed services, extra processing of specific personal data is required. The VSV ‘Leonardo da Vinci’ may ask, and only use the personal data (described per subject) if the participant has met 2 requirements. Extra obtained data will not be retained longer than necessary.

- The member has agreed to the privacy policy of the VSV ‘Leonardo da Vinci’
- The member has enlisted themselves for a service, which is subject to one of the five service categories.

Excursions

For an excursion (multiple-day or single-day), organised by the VSV ‘Leonardo da Vinci’, the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal Data	Reason
Identification <ul style="list-style-type: none">• Copy of passport• Document Number• Date of issue• Date of expiry• Nationality• Full name• Date of birth• Place of birth• Sex• Signature*	<ul style="list-style-type: none">• Passport data can be processed by or shared with travel services (ex. Airlines, tour operators) to provide transport services.• Passport data can be processed by or shared with accommodations for the purpose of providing accommodations.• Passport data can be processed by or shared with intermediates (ex. Travel agencies, ticket websites) for the purpose of providing travel and accommodations.• Passport data can be processed by or shared with companies for the purpose of visiting a location. (ex. Offices, building sites, laboratories, factories)• Passport data can be processed by or shared with, in case of emergency, with third parties (ex. Injuries, loss of original passport).
Insurance <ul style="list-style-type: none">• Copy of (health) insurance card• Card number• Id number of institution	<ul style="list-style-type: none">• Insurance data can be processed by or shared with, in case of emergency, with third parties (ex. Injuries, loss of original passport).

<ul style="list-style-type: none"> • Expiry date • Full name 	
Health <ul style="list-style-type: none"> • Allergies • Use of medicine • Physical condition 	<ul style="list-style-type: none"> • Data concerning allergies can be processed by or shared with accommodations and eateries. • Use of medicines and physical condition can be processed with the purpose of the safety of the participant
Financial <ul style="list-style-type: none"> • IBAN • BIC • Name card holder 	<ul style="list-style-type: none"> • Financial data can be processed by or shared with ABN AMRO and Exact Online for the purpose of collecting a direct debit, recognizing transactions or administrative purposes.
Study / TU Delft <ul style="list-style-type: none"> • Student number • Year of subscription • Study direction • Study progress 	<ul style="list-style-type: none"> • Study data can be processed or shared for the purpose of selection- and draw procedures • Student number can be shared with SGZ for the purpose of getting a discount on vaccines.
Registration <ul style="list-style-type: none"> • Motivation letter • CV 	<ul style="list-style-type: none"> • Registrations data can be processed or shared for the purpose of selection- and draw procedures.

*This data is optional

Activities

For an activity, organised by the VSV 'Leonardo da Vinci', the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal Data	Reason
Health <ul style="list-style-type: none"> • Allergies • Use of medicine • Physical condition 	<ul style="list-style-type: none"> • Data concerning allergies can be processed by or shared with accommodations and eateries. • Use of medicines and physical condition can be processed with the purpose of the safety of the participant.
General <ul style="list-style-type: none"> • Clothing sizes • Sex 	<ul style="list-style-type: none"> • Clothing sizes and sex can be processed for the purposes of finding fitting clothes.
Financial <ul style="list-style-type: none"> • IBAN • BIC • Name card holder 	<ul style="list-style-type: none"> • Financial data can be processed by or shared with ABN AMRO and Exact Online for the purpose of collecting a direct debit, recognizing transactions or administrative purposes.

Publication

For a publication, organised by the VSV 'Leonardo da Vinci', the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal Data	Reason
General personal data <ul style="list-style-type: none"> • (Full) Name • Initials • Address • Postal Code • City and country of residence 	<ul style="list-style-type: none"> • General personal data can be processed by or shared with third parties for the purposes of delivering publications (printer, shipping company)

Career

For a career event, organised by the VSV 'Leonardo da Vinci', the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal data	Reason
Registration <ul style="list-style-type: none">• Motivation letter• CV	<ul style="list-style-type: none">• Registrations data can be processed or shared for the purpose of selection- and draw procedures.
Study / TU Delft <ul style="list-style-type: none">• Year of subscription• Study progress	<ul style="list-style-type: none">• Study data can be processed or shared for the purpose of selection- and draw procedures.
General personal data <ul style="list-style-type: none">• (Full) Name	<ul style="list-style-type: none">• General personal data can be processed by or shared with third parties for the purpose of registration.
Contact Details <ul style="list-style-type: none">• Emails Address• Cell phone number	<ul style="list-style-type: none">• Contact details can be processed for the purpose of providing the participant with information regarding the career event.

Education

For educational purposes or events, managed or organised by the VSV 'Leonardo da Vinci', the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal Data	Reason
Study / TU Delft <ul style="list-style-type: none">• Year of subscription• Study direction• Study progress	<ul style="list-style-type: none">• Study data can be processed for the purpose of research (ex. Surveys) on the education, services and quality of the faculty of aerospace engineering.• Study data can be processed by and shared with the TU Delft for the purpose of allocation of 'RAS-maanden' by the study association.