

Statement personal information Friends of BeeVee



BeeVee, (Medical) Biologists Association Nijmegen

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Study association BeeVee has made this document to clarify what the personal information that BeeVee collects is being used for. The association is aware that this is confidential information and the association will use this information in a responsible way to guarantee your privacy. When you become a Friend of BeeVee, you must agree to the terms stated in this document. If you do not agree with these terms, you will not be able to become a Friend of BeeVee. Personal information can always be examined via the secretary. Changes in personal information can also be forwarded to the secretary. The board of BeeVee will be the only ones that can access personal information. Personal information may be shared with members of association bodies of BeeVee that have signed the “confidentiality statement members association bodies of BeeVee” if this is required for the continuity and functioning of the association or one of its association bodies. In addition, you can always file a complaint with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*) if you believe that BeeVee has acted incorrectly while processing your personal information.

Collection and processing of personal information:

BeeVee collects and processes the following personal information for the following purposes:

- The **first- and last name** are collected to distinguish between different kinds of Friends of BeeVee.
- The **date of birth** is registered to maintain a list of minors, on which under-age Friends of BeeVee are listed to be able to keep minors from drinking alcohol.
- A **passport photo** is used to create a (digital) BeeVee-pass for Friends of BeeVee. This photo can also be used for the list of minors mentioned in the section ‘date of birth’.
- The **mail address** is registered to keep in touch with Friends of BeeVee. This includes, among others, the weekly newsletter, , invitations for events, updates from the board and other cases in which quick communication with the Friend of BeeVee is desirable.
- During activities of BeeVee, and BeeVee-related activities, **photo and video material** is collected to provide members with a recap of said activities. This material is predominantly collected and processed by the photo and film committee of BeeVee. Photos are published on the website, behind a login, and solely available to members of the association. Photos can also be used for the newsletter, social media and the Almanac. Friends of BeeVee can be allowed to view photos on the website after putting out a request to the board. When you do not want your picture taken you can inform the photographer. If the picture has already been placed on the website of BeeVee or on social media, it is possible to report it via a mail address specified on the website of BeeVee and the picture will be removed. It is possible for ex-members to request pictures when they are visible on the picture themselves.
Videos are published on YouTube and are solely accessible to people in possession of the link to these videos. These links are published on the website of BeeVee and in the newsletter. Videos can also be used on social media for promotional purposes. (ex-) Friends of BeeVee that are visible in these video’s may always request these to be deleted.
- The **kind of Friend of BeeVee** is registered to be able to distinguish between different types of Friends of BeeVee. This helps to optimise the promotion towards parents, students of other

studies, alumni and external Friends of BeeVee. In the case of students from other studies, the study is also registered.

- The **address** (street, house number, postal code and town) of Friends of BeeVee is collected to be able to reach Friends of BeeVee.
- The **telephone number** of Friends of BeeVee are registered to contact Friends of BeeVee who are for whatever reason unreachable via e-mail or regular mail.
- **Medical data** of Friends of BeeVee (for example allergies or use of certain medicines) can be collected during activities. Think of activities where the organising committee serves dinner beforehand and needs to know if Friends of BeeVee are allergic to certain substances. Friends of BeeVee will be asked to declare these data via e-mail or on a registration form. Within one week after the activity has ended these data will be deleted.
- The **bank account number** of Friends of BeeVee are registered in the member administration in order to transfer money to Friends of BeeVee if necessary.
- The **bank account number** of Friends of BeeVee who declare expenses will be registered and stored in the address book of the bank, where BeeVee handles their banking affairs to make future declarations easier.
- **Name and picture of a committee** from active Friends of BeeVee will be public on the BeeVee website. We want to give access to pages of committees to upcoming first year students, friends of BeeVee, honorary members, parents of members and other interested people, so that they can get acquainted with the committees of BeeVee. The pictures of committees can also be used as promotion for activities.

Storage of personal information:

The aforementioned personal information will be stored on the secured servers of BeeVee or those of a third party. The information will be stored until a year after the membership ends, so that Friends of BeeVee can be approached to renew their membership. Exceptions on these storage periods are mentioned above.

Sharing information with third parties

The aforementioned personal information is required to be shared with third parties for certain instances. In all cases, BeeVee ensures that only the necessary data is shared with third parties and always ensures that a data processing agreement is set before sharing data.

For suppliers of study materials, BeeVee has a legitimate interest in sharing data with this third party. BeeVee shares your first and last name, email address, telephone number, address, and financial information with suppliers of books and study materials so you can benefit from the rights that BeeVee makes possible on your behalf with these suppliers. This information can be used to verify that you are a (honorary) member or friend of BeeVee, as well as using personal information to inform members of the website and books.

Changes to the privacy statement:

This privacy statement can be changed with permission of the general meeting of members of BeeVee. You will be notified via e-mail when this privacy statement undergoes any alterations. The permission to collect and process your personal information can be withdrawn at all times, with the exception of information that is covered by artistic or literary freedom (this includes, among other things, photos and videos on the internet or in the Almanac).

I, _____, hereby grant BeeVee permission to collect, process and share aforementioned personal information under the terms and conditions mentioned above.

Signature: _____ Date: _____