

PRIVACY DECLARATION

Faculty Association SHARE

This is the privacy declaration of SHARE (Burgemeester Oudlaan 50, Erasmus University Rotterdam), registered in the commercial register of the Chamber of Commerce with registration number 40344526

You share your personal details with us: either conscious or not. We think it's important that we handle your personal details with care. Therefore, in this document we explain how we process your data and what rights you have. Do you have questions after reading this statement, please send an email to secretary@share-fa.com

1. Use of personal data

1.1 We ask for your personal data when:

(a) you become a member of SHARE by registration via:

- a. the SHARE website
- b. a registration form

(a) you sign up for an activity or trip via:

- a. the SHARE website
- b. a registration form
- c. a Google Form

1.2 In that way, we collect the personal data below:

- (a) name + surname;
- (b) address + zip code;
- (c) e-mail address;
- (d) telephone number;
- (e) student number;
- (f) birth date;
- (g) bank account number (IBAN);
- (h) study + study phase;
- (i) BSN number (for some activities).

1.3 We only ask for your personal data when we have a reason to do so. We use this data (possibly):

- (a) name: to identify you as a member
- (b) address: for invitations by post or formal correspondence
- (c) e-mail address: to send newsletters and:
- (d) to send mailings
- (e) telephone number: to call you in reference to applications at SHARE or when you don't show up at an activity you signed up for without specification
- (f) birth date: to identify whether alcohol use is allowed during SHARE events such as study trips, drinks and parties

- (g) bank account number: to collect the yearly membership fee
- (h) study + phase: to bring events to the attention of students of a specific study or study phase
- (i) BSN number: for booking flight tickets and hostels if necessary and for some specific activities where a BSN number is required (for example prison visit)

2 Retention period

2.1 Personal data are stored for a certain period of time, dependent on the reason they are asked. After this period, all data will be removed:

- (a) registration at SHARE: during membership period and two years after, financial administration for 7 years as legally obliged.
- (b) registration for activities/parties: until the activity or trip has taken place, unless a coherent activity takes place later (for example an after drink or evaluation). In that case, this will be communicated in time.

3 Photos and videos

3.1 During events, photos or videos could be taken. This footage is only used for promotion canals (such as Facebook and Instagram) and the SHARE website. When you wish that certain pictures or videos should be removed, this will happen immediately. When you wish not to be photographed or filmed, you can contact the board prior to the activity (secretary@share-fa.com).

4 Information, correction and protest

4.1 You can contact us at secretary@share-fa.com if you:

- (a) want more information about the way we process your personal data;
- (b) have questions following this privacy policy;
- (c) want to request inspection, correction or removal of your personal data;
- (d) have protest or complaints about the use of your personal data.

5 Third parties

5.1 We provide your personal data to the following third parties:

- (a) Partners of SHARE
- (b) Specifically 'Grouplink', SHARE's App Developer

The only personal data we share with partners are your name, study phase and e-mail address. However, they will almost always receive this information only in an indirect way, for example because we send vacancies in the name of a company. The only party that will receive your name and e-mail address directly is SHARE's App Developer (Grouplink), since this enables you

to create an App account. Your information will not be used for other purposes. This means your personal data will not be shared directly with a third party, other than SHARE's App Developer.

For some career related activities, you will have to send your CV. Your CV might be shared with the company that is organizing the activity. When this is the case, you will be informed about this timely.

6 Notification to person involved

6.1 When a breach of security takes place, you will be notified when the breach has possible consequences for your personal life.

7 Changing of the privacy policy and contact details

7.1 The association adjusts the privacy policy to keep it up-to-date. On the website you can find the most recent version of our privacy declaration. The association advises you to regularly check the current declaration. When important changes are made, the association will inform you by e-mail and via the website.

7.2 If you have any questions about the processing of your data or if you want the association to correct or remove your personal data, you can contact the secretary of SHARE via secretary@share-fa.com or 010 408 85 70