



LEIDEN STUDY ASSOCIATION CUSTODIA

PRIVACY STATEMENT

Study association L.S.A. Custodia collects and processes personal data. We want to make sure we clearly inform you and make sure we are as transparent as possible about this. This privacy statement is meant to help you understand which data we collect, for what purpose and what we do with the information. Should you have any further questions which are not answered in this statement, please send an email to secretary@custodiathehague.com

1. What are personal data?

This is information you provide us that personally identifies you, such as your name, email address, age or home address. Photos and videos are also seen as personal information. When you provide these personal data, it is crucial the recipient handles the data with care.

2. From whom do we receive personal data?

L.S.A. Custodia receives personal data from persons who are in direct or indirect relation to the association, or from persons who are potential members.

3. What personal data are collected?

L.S.A. Custodia processes data which are provided by members. An overview of personal data:

- First and last name
- Gender
- Date of birth
- Home address
- Phone number
- Email address
- Bank information

The information is processed for multiple reasons, including collecting the yearly contribution, sending newsletters and invitations for our General Assembly and to call or email you if necessary. If a person does not agree with the collection of one's personal data, one cannot be a member of L.S.A. Custodia.

Photos and Videos

During excursions, trips, lectures and other activities, photos will be taken for promotional purposes. The material will be posted on social media channels, the website and other L.S.A. Custodia-related platforms. These platforms can be accessed by both members and non-members. In case a participant objects to this, he/she must inform the board beforehand.

Registration for activities

When a person registers for a L.S.A. Custodia activity, some information will be requested. This includes full name, email address, phone number, study year and study. It depends on which kind of activity will take place, if we request further information. The information is collected so we can send emails with more information about the excursion, or to pass on to the government institution or organizations who request a participant list. With the provided information, we can also check if someone is a member or not.

4. Who has access to your data?

L.S.A. Custodia does not sell your data and does not pass on information to third parties, unless this is necessary by law or requested by institutions we visit. With companies that process your data in our assignment, we ensure the same level of security and confidentiality. L.S.A. Custodia remains responsible for these processing operations.

The following people within L.S.A. Custodia have access to your data:

- The current board: the current board has access to all entered personal data. This way, we can keep a good overview of the membership administration. The board can use this information for approaching people for committees, registration for activities, verification of membership and sending emails. All data is encrypted, meaning that only authorized people have access to the data. Documents with personal data are always kept in cabinets that can be locked.
- Committees: when a committee organizes activities for which registration is required, in addition to the board, this committee can also access the necessary personal data. This information is provided by the participants themselves through the registration list of the activity. Only the current board has access to the program where these registrations are collected. A registration list can be forwarded to the committee, with the purpose of sending information about the activity.

5. Social Media

L.S.A. Custodia is active on Facebook, Instagram and LinkedIn. On these platforms, we can share pictures of events. If the participant objects to the publication of certain images on one of these promotion channels, he / she must make this known to the board in time.

6. How long do we store personal data?

L.S.A. Custodia does not keep your information longer than is strictly necessary to realize the goals for which your data is collected. We use the following time spans for the following categories of personal data:

- Personal data obtained through online registration lists for activities: these are deleted two weeks after the event has taken place **at the latest**. Any information obtained through such lists will only be used for the specific event and will be deleted after.
- Registration forms: registration forms and personal data obtained via registration lists for L.S.A. Custodia memberships are retained for a maximum of 2 years after deregistration.

7. Sharing personal data with third parties

L.S.A. Custodia does not sell your information to third parties and only provides 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, we ensure the same level of security and confidentiality. L.S.A. Custodia remains responsible for these processes.

8. Reporting obligation for data leaks

L.S.A. Custodia is legally obliged to report immediately to the Dutch Data Protection Authority as soon as a serious data breach has taken place. If not all leaked data were properly encrypted, or if the data breach is likely to have adverse consequences for the other parties for other reasons, the data breach must also be reported.

9. How we protect personal data

L.S.A. Custodia 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 data is not properly secured or there are indications of abuse, please contact us at secretary@custodiathehague.com