

**SvNUTS Privacy Statement 2020 - 2021**



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## Introduction

SvNUTS is the study association for English Language & Culture at the University of Groningen. As an association, we aim to create a community of students of English Language & Culture by organizing social and academic events throughout the academic year. A European law called the General Data Protection Regulation (GDPR) requires all European companies and associations to publish clear, accessible privacy statements, which is what you are reading now. In this file, you will find what personal data we have, why we have it, who we share it with, how long we keep it, how we protect it, and, most importantly, what our members' rights are. For any questions or remarks, please contact us.

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## Purpose

SvNUTS collects your personal data for multiple purposes, which will be explained below.

### *1. Newsletter*

SvNUTS uses your email address to send out monthly newsletters. The purpose of this newsletter is to keep our members up to date and to promote our events. Your email address is collected via your enrollment for svNUTS. Members can always unsubscribe from our newsletter by sending us an email.

### *2. Contact*

SvNUTS uses your email address to contact you in case of important professional or personal business that is related to your membership or to promote events that svNUTS believes to be of importance to you.

### *3. CUOS*

The Central Executive Board for Student Organizations (CUOS) is the overarching organ for the facilitation of student organizations. CUOS is responsible for the funding of student organizations, for which svNUTS needs to provide a member list. To be eligible for funding, this list needs to contain our members' first and last names, dates of birth, student numbers, and email addresses.

All data can only be used with your permission, for either execution of the agreement that is contracted by enrollment with svNUTS, or for processing with necessary third parties.



## Recipients

The data svNUTS collects and processes are managed by the following parties:

1. *Google*

SvNUTS's email is hosted by Google. If you contact us via email, these emails will be saved on Google's servers. SvNUTS also uses Google Drive for the storage of our collected data.

2. *CUOS*

CUOS requires svNUTS to share their member list to be eligible for funding. This means that they will receive your name, email address, date of birth, and student number.



## Storage Period

SvNUTS stores data for an indefinite period of time, but only for as long as we need it. When you cancel your membership, your data will be deleted as we no longer need it, unless we are required to do so for legal reasons.

### *1. Newsletters*

Your email address is saved and used for newsletters, which we save and send out via Google. The data will be saved for an undetermined period, as you can unsubscribe any time you want by emailing us at [svnuts@gmail.com](mailto:svnuts@gmail.com).

### *2. Contact*

We use your data to contact you about professional or personal cases or to promote events. The storage of data that we need for this is as long as your membership lasts. If you cancel your membership, your data will be removed.

### *3. CUOS*

SvNUTS shares your data with CUOS to receive funding. This data will be kept by CUOS for an undetermined period of time. To get more insight into their storage period, do contact them via [cuos@rug.nl](mailto:cuos@rug.nl)



## Security

SvNUTS does not keep any physical copies of your data. Your data is only kept in the aforementioned software. Our data is secured with passwords and is only accessible by the NUTS Board members, and only accessed by a limited number of private devices. The data is only accessed via private wifi connections and the wifi provided by the University of Groningen. The files containing your data will never be left open unsupervised.



## Your Rights

### *1. Right of inspection*

You have the right to inspect your data svNUTS keeps at all times. You can do this by sending us an email via [svnuts@gmail.com](mailto:svnuts@gmail.com). We will then provide an overview of all of your personal data we have collected.

### *2. Right of rectification*

In case your data is incorrect or has changed, you have the right to rectify this. In this case, contact us via [svnuts@gmail.com](mailto:svnuts@gmail.com) and we will make sure your data is rectified and corrected.

### *3. Right of data portability*

In case you want to cancel your membership, you have the right to data portability. This means we have to transfer all your data back to you so that you receive it all at once and can be sure that nothing is left behind.

### *4. Right to file a complaint*

If you have a complaint about the way we handle your data, you have the right to file a complaint with the authorities. You can do so via this [link](#).

### *5. Right to stop data usage (objection)*

In case you do not want svNUTS to use your data anymore, you have the right to stop that usage. SvNUTS is only allowed to use your data with your permission.



## Obligations

SvNUTS processes personal data for the simple goal of making your time as a member of NUTS as great as possible. By sending you newsletters and emails we want to keep you up to date about fun events, as well as providing the necessary information on our association. Your data will never be sold to third parties.

The data we require for a membership are the minimal needed data we need to provide our services. Your name and email addresses are needed for the newsletters and other contact; your student number and date of birth to ensure funding via CUOS. Any other information is unnecessary and will therefore not be collected.

In case another third party is interested in your data, we will never provide them with that without your permission, and in that case, only the essential data will be shared. The only reason for us to share your data publicly is when this is lawfully required. In that case, svNUTS will try to inform you about the situation before any data is published.

If you still have any further questions, do contact us via the contact details below.

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