

Studievereniging der Psychologie Labyrint (also known as Study Association Labyrint), located at Wassenaarseweg 52, room SA55, 2333 AK Leiden, is responsible for the processing of personal data. In this privacy statement the important information regarding the processing of personal data can be found. This will be conform the requirements of the European privacy law, the General Data Protection Regulation (GDPR). If you have any questions after reading this privacy statement, you can contact Labyrint by sending an e-mail to [board@labyrintleiden.nl](mailto:board@labyrintleiden.nl). This is a translation of our Dutch privacy statement.

## Contact information:

Studievereniging der Psychologie Labyrint  
Wassenaarseweg 52, kamer SA55  
2333 AK Leiden  
071 527 3618  
<https://labyrintleiden.nl/>

In this privacy statement we speak of authorized personnel. Authorized personnel are current board members and members who are authorized by the current board. This can for example be members of the Treasury Committee, Advisory Board or committee chairmen of travel committees. These people sign a confidentiality agreement, to ensure the safekeeping of personal data.

## 1. What are personal data?

There is data that says something about you, such as your name, address, or age. When (a combination of) this data is traceable to you, we speak of personal data. This could be your address or your surname in combination with your date of birth. When others are in possession of such personal data, they should handle them with care. Photos and videos can also be seen as personal data.

## 2. Whose personal data does Study Association Labyrint process data?

Study Association Labyrint processes personal data of everyone with whom we have a direct or indirect relationship with and everyone we want to start a relationship with. These are the members of Study Association Labyrint.

## 3. Personal data Study Association Labyrint processes

Study Association Labyrint processes your personal data, because you use our service and/or because you provide a service to us.

Here you see an overview of the personal data we process:

- First and last name
- Gender
- Date of birth
- Address
- Phone number
- Email address
- Data about your activity on our website
- Bank account number

## 4. Goals and foundations

The before mentioned data is processed with a purpose and based on certain foundations. Study Association Labyrint processes your data for the following reasons:

- The handling of your payment for activities and/or products and the contribution fee. This is based on the foundation “agreement”, and therefore the processing of this data is essential for the agreement between the member and the association.
- The distribution of the newsletter, the agenda of the general assembly and the magazine “deSofa”. This is based on the foundation “permission”, and therefore the member has given permission to process this data.
- The ability to call or email when this is necessary to provide our services. This is based on the foundation “permission”, and therefore the member has given permission to process this data.
- The ability to inform you about changes in our services and/or products. This is based on the foundation “permission”, and therefore the member has given permission to process this data.
- The ability to deliver services and/or product to you. This is based on the foundation “permission”, and therefore the member has given permission to process this data.

Study Association Labyrint also processes personal data we are legally obligated to, such as data we need for our tax reports.

If a person does not agree to provide essential data for our member administration, this person cannot become a member of Study Association Labyrint.

In some cases, Study Association Labyrint also processes special and/or sensitive personal data. This can for example be deducted from other data, such as photo’s. This can be:

- Race
- Health
- Religion

### *Photos*

During activities of Study Association Labyrint, photos can be made for the archives of the association and for the promotion purposes of the association. In case you object to the publication of certain imagery on the connected channels of Study Association Labyrint, you should contact the current board as soon as possible. A selection of photos will be posted on the website of the association, sorted by activity. These photos are viewable by member and non-members. The photos will be removed from the website after five years. The archives of the association are secured and only available for the current board and for members who are given permission by the board.

### *Yearbook*

Study Association Labyrint makes a yearbook every year with a list of current members. Only the name of regular members is mentioned, the active members are mentioned with name and date of birth and are asked to send in a photo of themselves. If members do not agree to the mentioning or placing of this information, this can be arrange with the board. Photos of committees and photos made during activities will also be placed in the yearbook. If you object to this, you should make this known to the current board as soon as possible.

### *Registration for activities*

People who register for activities on the website of Study Association Labyrint will be asked for their first and last name, email address, and name of the bank account holder. This information is

asked to check if the participants are members or not, to check the payment and to be able to communicate possible changes. For some activities additional information can be asked, such as allergies and other medical issues, a document number and contact information of a person of your choosing in case of emergencies.

### *Studystore*

Members can order books via the online webshop of Studystore. Members will in this case provide their personal data themselves. Study Association Labyrint only provides the option to buy books via Studystore.

### *Social media*

Study Association Labyrint uses Facebook, Instagram, LinkedIn and Snapchat. On these platforms the association can upload photos where members or other participants of an activity might be viewed. Before these pictures are uploaded, the association will ask (oral) permission to post the imagery.

## **5. Automated decision making**

Study Association Labyrint does not make decisions based on automatized processes that can have (serious) consequences for members. This is about decision made by computer programs or systems without the interference of a person, such as a representative of Study Association Labyrint.

## **6. Who has access to your data?**

Study Association Labyrint does not sell your data to third person parties and only provides your data if this is essential for providing services arranged with you or to meet legal obligations. The association will make arrangements with the companies that process your information in a way that a same level of security and confidentiality is established. Study Association Labyrint will remain responsible for this process.

The current board has access to all personal data provided, with as a main goal to maintain the member administration. The board can use this data to contact members about committees, activities, verification of the membership, and for sending (digital) post. All digital services are secured to make sure only authorized personnel has access to the data. Physical data, such as registration forms, are stored in locked cabinets to make sure only authorized personnel has access to the data.

When a committee of the association organizes an activity they will be provided with a list of names of the participants. This is needed for checking presences at the activity. After the activity, this list will be destroyed.

Study Association Labyrint uses the following computer programs and systems to process personal data:

### *Genkgo*

Study Association Labyrint saves your personal data in a system of Genkgo. Genkgo is an online program in which the member administration is saved, (de)registration of the website are processed and contribution fees are collected. Also the digital mail of the association is send using Genkgo. Newsletters are send to inform members about relevant information about the association and its activities. The system is secured with an account of which only authorized personnel has access to.

## *ABN AMRO*

All money transfers of Study Association Labyrint are processed by ABN AMRO bank. The bank only has access to bank details of the members of the association. Payments are only viewable for authorized personnel and can only be made by the current treasurer and vice treasurer of the association.

## *Snelstart*

Study Association Labyrint makes use of Snelstart for the accountancy and the financial administration of the association. This program only contains information regarding the financial administration of Study Association Labyrint.

## *EMS*

Study Association Labyrint uses a pin machine in the common room of the association. Transactions are processed by EMS.

## *Studystore*

Study Association Labyrint works together with book supplier Studystore for the supplying of study books.

## *Gmail*

Study Association Labyrint uses Gmail for mail services. The mailbox is only available for authorized personnel.

## *Orangebook*

Orangebook is the publisher where Study Association Labyrint prints the yearbook and the magazines.

## **7. For how long does Study Association Labyrint save your personal data?**

Study Association Labyrint saves your data no longer than is strictly necessary to achieve the goals for which your data was collected. We maintain the following terms for the following categories of personal data:

- Registration: registration forms and online registration forms are kept for up to two years after the final deregistration date of the academic year of the year of deregistration. Physical registration forms are kept for up to seven years because of the financial administration.
- Deregistration: deregistration forms are kept for up to two years after the final deregistration date of the academic year.
- Personal data retrieved through online registration forms for activities: online registration forms for activities are kept for seven years because of the financial administration.
- Personal data retrieved through email contact: personal data retrieved through email contact will be deleted after the concerning activity.

## **8. Reporting duty data leaks**

Study Association Labyrint is legally obligated to report data leaks at the Authority for Personal Data (Autoriteit Persoonsgegevens) within 72 hours, if a serious data leak has taken place. If the leak is probable to have unfavorable consequences for the involved people, the data leak has to be announced to them.

## **9. Cookies, or similar techniques, we use**

Study Association Labyrinth uses functional cookies on her website.

## 10. Links

The website and the social media of Study Association Labyrinth contains links to other websites. Study Association Labyrinth is not responsible for the privacy policy of those websites. These privacy policies do not apply to the data collected on the website and social media of Study Association Labyrinth.

## 11. Accessing, changing or deleting your data

You have the right to view, change or delete your data. You also have the right to withdraw you permission for processing your personal data by Study Association Labyrinth and you have the right to a data transfer. For this transfer you can submit a data access form, which allows us to send your personal data to you or someone else. These requests can be submitted at [board@labyrinthleiden.nl](mailto:board@labyrinthleiden.nl).

To make sure that you can only request access to your own data, we ask you to send a copy of your identification with the request for access. Make sure you cover your passport photograph, MRZ (machine readable zone), document number and your citizen service number. This is important in protecting your privacy. After the request, we will contact you within four weeks.

Study Association Labyrinth wants to inform you that you have the opportunity to file a claim at the national supervisor, the *Autoriteit Persoonsgegevens*. You can do so by following this link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## 12. How Study Association Labyrinth protects your personal data

Study Association Labyrinth takes the protection of you data seriously and takes appropriate measures to make sure misuse, loss, ungranted acces, unwanted publication and unwanted change does not happen. If you have the impression Study Association Labyrinth does not safeguard the data properly or there are signs of misuse, please contact our customer service via [board@labyrinthleiden.nl](mailto:board@labyrinthleiden.nl).