# Privacy statement

Consciously or unconsciously, you share personal data with us. We believe it is important that your personal data is handled with care. That is why we have set out in this statement how we handle your personal data and what rights you have. If you have any questions after reading this statement, please do not hesitate to send your question by email to: PRIVACY@ASSOCATION.NL.

In the table below you can quickly and easily find for what purpose we collect which personal data from you, how long we keep it and who may receive this personal data from us. THE TABLE CAN BE ADAPTED/EXTENDED DEPENDING ON THE SITUATION.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Type of personal information** | | **Basis** | **Retention period** | **Recipients** |
| Find out if you can become a member  *and*  executing the membership agreement. | * Name * Surname * Address * Date of birth * Phone number * E-mail adress   *<EXTEND IF NECESSARY >* | | Execution of agreement | If you become a member during the term of the agreement. If you do not become a member, your data will be deleted as soon as possible within 6 months | Not applicable |
| Administration | * Name * Surname * Address * Phone number * Email address * Bank information * Payment information   *<EXTEND IF NECESSARY>* | | Execution of agreement | During the duration of the agreement and till 2 years after the end of the agreement. After that only for financial administration for 7 more years. | Treasurer  accountant  tax authorities |
| *IF NECESSARY: (THINK ABOUT ASSOCIATION CLOTHING)*  The transaction and sending of purchases | * Name * Surname * Address * Phone number * Email address * Bank information * Payment information | | Execution of agreement | During the duration of the agreement and till 2 years after the end of the agreement. After that only for financial administration for 7 more years. | * Producer * Transporter |
| Sending digital messages and newsletters | * Name * Surname * Email address | Execution of agreement ***ATTENTION: IF THERE ARE FINANCIAL STATEMENTS, AGREEMENT IS NECESSARY*** | | As long as the duration of the membership | * E-marketingtools |
| Sending messages to third parties | * Name * Surname * Email address | Consent | | As long as the duration of membership | * Sponsors * Partners * Other Association |
| To improve our digital services | * Cookies (For more info check the cookie statement) * IP-information | Consent | | Every time the website is visited | * Website management * Analytics tools |
| After termination of membership. For example for a reunion or special event. | * Name * Surname * Address * Phone number * E-mail address | Consent | | As long as permission is not terminated | Not applicable |

**Cookies**

A cookie is a small text file that is sent along with the pages of a website and is stored by the browser on your computer, tablet or mobile phone. We use cookies to provide you with more service when visiting our websites, making them easier to use. Cookies ensure, for example, that you can remain logged in to a website or that your preferences, such as location and language settings, are remembered. Thanks to cookies, we can see how often our websites - and which pages - are viewed by visitors.

Before placing certain cookies, you must first give permission before these cookies can be used. This permission is not necessary if and insofar as it concerns technically necessary (functional) cookies and analytical cookies, within the meaning of the applicable legislation, such as Article 11.7a paragraph 3 of the Telecommunications Act and the ePrivacy Regulation.

You can always withdraw your consent to cookies by changing your internet settings. More information about switching on and off and removing cookies can be found in the Help function of your browser.

**Provision of personal data to third parties**

Without your permission, the Association will only provide your personal data to third parties if this is necessary for the execution of the Agreement that the Association has with you, unless the Association is legally obliged to provide your personal data to these third parties. In the table at the beginning of the privacy statement you will find an overview of the situations in which personal data is provided to third parties.

**Access, correction, and deletion of personal data**

You have the right to request the Association to inspect your personal data (unless the Association is not obliged to provide this inspection on the basis of the General Data Protection Regulation (GDPR)) and to have your data supplemented, deleted or protected. You must identify yourself with such a request. If you wish for your data to be deleted, the Association will pass this deletion on to all other organizations that have received the relevant data from the Association.

**Security personal data**

The Association takes appropriate measures to protect your personal data against loss, unauthorized access, publication and unlawful processing. In this way we ensure that only the necessary persons have access to your data, that access to the personal data is protected and that our security measures are checked regularly.

**Minors**

If you wish to register as a minor, you must provide explicit permission from your parent or guardian.

**Links to other websites**

The website may contain links to other websites. This Privacy Statement only applies to the websites of the Association. Other websites may have their own privacy policies. The Association advises you to always consult the relevant privacy statement of those websites before using other websites.

**Change of privacy policy**

The Association updates its privacy policy from time to time to keep it up-to-date. The most recent version of our Privacy Statement will always be included on the websites. The Association therefore advises you to consult the Privacy Statement regularly. In the event of important changes, the Association will do everything in its power to inform you by email and via the websites.

**Contact details**

If you have questions about the processing of your personal data or if you want to request the Association to inspect, correct and/or delete your personal data, you can contact us via the contact details below:

Responsible: <NAME RESPONSIBLE>

E-mail: <EMAIL RESPONSIBLE>

Phone number: <PHONE NUMBER RESPONSIBLE>

**TIP: CREATE AN E-MAIL ADDRESS PRIVACY@ASSOCIATION.NL SO THAT REQUESTS ARE RECOMMENDED IN ONE PLACE**.

**Complaint about the processing of your Personal Data**

Of course, we are also happy to help you if you have a complaint about the processing of your personal data. Under the GDPR, you also have the right to submit a complaint to the Dutch Data Protection Authority about our processing of your personal data. You can contact the Dutch Data Protection Authority for this.