

Privacy Statement of De Leidsche Flesch

11 June 2024

Study association De Leidsche Flesch is responsible for the processing of personal data as described in this privacy statement. The contact details of the association are as follows.

| | | |
|--------------------|--|---|
| Address: | Email: | Website: |
| De Leidsche Flesch | bestuur@deleidscheflesch.nl | https://www.deleidscheflesch.nl/ |
| Einsteinweg 55 | Phone: | |
| 2333 CC Leiden | +31 71 527 7070 | |

For questions about personal data or this statement, you can contact the secretary of the board by sending an email to ab-actis@deleidscheflesch.nl.

Personal data that we process

The processing of the data mentioned below happens based on one of the following lawful purposes:

1. The processing is necessary to enter into a contract or fulfill contractual obligations with you.
2. The processing is necessary to comply with legal obligations.
3. You have given consent.

Upon becoming a member of the association

In order to become a member of De Leidsche Flesch, the data that you enter on the registration page and with it the date of your registration is stored.

This is necessary for the proper upkeep of the member administration and to contact you about things regarding De Leidsche Flesch, such as activities.

This data is deleted when you deregister with the association.

Upon registering for activities

In order to register for activities, it is possible that more data is necessary. This additional data is used exclusively for running the activity in question and is deleted as soon as the administration for the activity has been completed.

The additional data that is necessary for the activity is mentioned on the registration page of the activity. Examples are dietary restrictions and allergies in the case of activities where food is provided, and data regarding medical and travel insurance in the case of study trips.

Photos taken during activities

During activities of De Leidsche Flesch, photos are usually taken. After careful inspection by the board, these will appear on the online photo archive. This archive is only accessible to members.

Moreover, photos of activities may be shown on the tv screen in the board room and may appear in the yearbook or in “smoelenboekjes” of activities¹.

If you do not want photos of you to be stored or shown as described above, please inform the board of this.

¹“Smoelenboekje” is a Dutch term that refers to a booklet containing a selection of photos, in this case photos taken at certain activities.

Access to and security of personal data

Digital data

35 Digital data is stored on computers and servers which are property of De Leidsche Flesch. The computers are located in the board room, the servers are located in the server room of the Leiden Institute for Advanced Computer Science. Both the computers and the servers are therefore located in a lockable rooms, and are moreover only accessible using the corresponding passwords.

Physical data

40 Physical data is stored in the board room. Only the board and the building management of the faculty have access to this room. The board takes care that either a board member or a trusted member is present in the board room and pays attention at all times when the room is open to members.

Access

The board has access to all data.

45 The system administrators of the association have access to all digital data, but are only allowed to access and process it with explicit permission from the board.

The members of the Cash Audit Committee have access to all data that is part of the accounts of the association. This data consists of names and bank details in bank statements, phone numbers and other data that occasionally appears on prints of registration lists of activities, and address details that appear on payment authorisations.

50 Members of other committees have access to the data of members who have registered for an activity which is being organised by this committee, but only with explicit permission from the board.

The system administrators and members of committees have signed a contract binding them to secrecy of personal data.

In general, members have access to data that, with your permission, appears in the (online) yearbook. Members also have access to the photos in the photo archive.

Sharing of personal data with third parties

55 Your data is only shared with third parties if this is necessary to fulfill contractual obligations with your or to comply with legal obligations.

Viewing, changing, or removing data

You have the right to **view** your data.²

You have the right to request to **change** your data.³

60 You have the right to request to **restrict** the processing of your data.

You have the right to **object** to the processing of certain data.

You have the right to **have your data transferred** to another organisation.

To exercise one of these rights, you can always contact the board. The contact details can be found at the top of this statement.

²This can also be done via our website: Click in the top right corner to log in and then click on your name, again in the top right corner.

³See footnote 2.