

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

In this privacy statement we speak of authorized individuals. Authorized individuals include current board members and members who are authorized by the current board. These authorized members can, for example, be members of the Treasury Committee or the Advisory Board. They will sign a confidentiality agreement, to ensure the discrete processing of personal data. In addition, all individuals who take part in a committee will also sign a confidentiality agreement.

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. Photos and videos can also be seen as personal data. When others have access to these personal data, they should handle them with care.

2. Whose personal data does the Study Association of Psychology Labyrinth process?

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

3. Personal data that Study Association of Psychology Labyrinth processes

Study Association of Psychology Labyrinth processes your personal data, because you use our services and/or because you provide a service to us. Below you can find an overview of the personal data which we process, including:

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

4. Purposes and legal bases

The before mentioned personal data is processed with different purposes and based on certain legal bases. Study Association of Psychology Labyrinth processes your personal data with the following purposes:

- The handling of your payment for activities and/or products and collection of the contribution fee. This is based on the legal basis of 'contract', in which the processing of the data is necessary for the performance of a contract between the member and the association.
- The distribution of the newsletter, the agenda of the General Assembly and the association's magazine *deSofa*. This is based on the legal basis of 'consent', in which the member has given consent to process their personal data.
- The ability to get in touch with the member by calling or sending them an e-mail when this is necessary to provide our services. This is based on the legal basis of 'consent', in which the member has given consent to process their personal data.

- The ability to inform the member about changes in our products and/or services. This is based on the legal basis of 'consent', in which the member has given consent to process their personal data.
- The ability to deliver products and/or services to the member. This is based on the legal basis of 'consent', in which the member has given consent to process their personal data.

Study Association of Psychology Labyrinth also processes personal data when we are legally required to do so, such as data needed for filing tax returns. If a person does not agree to provide data necessary for the member administration, then they cannot obtain a membership of the Study Association of Psychology Labyrinth.

In some cases, the Study Association of Psychology Labyrinth will also process special and/or sensitive personal data. This can be data about race, health, or religion. This data can, for example, be deducted from other data, such as photos.

Photos

During the activities of Study Association of Psychology Labyrinth photos will be made for the archives of the association and for promotion purposes of the association. In case you object to the publication of certain image recordings - on the connected channels of Study Association of Psychology Labyrinth -, then you will need to communicate this in a timely manner to the current board. A selection of the photos will be posted on the website of the association, sorted by activity. This selection will be publicly visible for both members and non-members for two weeks, after which they will only be visible for members. The archives of the association are saved on a secured drive that is only accessible for the current board and for members who have been authorized by the current board to access these archives.

Yearbook

Study Association of Psychology Labyrinth publishes a yearbook every year in which, among other things, a list of current members is released. Only the name and committee of the member will be mentioned here. However, active members will also be asked to send in a photo of themselves to add to the list. If an active member does not agree to do so, no photo of them will be published in the yearbook. Photos of committees and photos made during activities will also be published in the yearbook. If a committee member or participant of one of the activities objects against this, they will have to communicate this to the current board in a timely manner.

Registration for activities

Individuals who register for activities on the website of Study Association of Psychology Labyrinth will be asked for their first and last name, email address and name of the bank account holder. This information is asked to confirm whether the participants are a member of the Study Association of Psychology Labyrinth or not, to check the payment and to be able to communicate any possible changes. For some activities additional information will be asked, such as a document number, any allergies and/or other health related issues and contact information of individuals of your choosing in case of emergencies. The forms for the registration for activities are only accessible to authorized individuals.

INDEX Books

Members can order books via the online webshop of INDEX Books. Members will in this case provide the necessary personal information themselves. Study Association of Psychology Labyrinth provides the members only with the option to order books via INDEX Books.

Social media

Study Association of Psychology Labyrinth uses WhatsApp, Facebook, Instagram and LinkedIn. It is possible that photos will be published on these platforms, where you as a member or participant of an activity can be viewed. Before publishing photos on these platforms, you will be asked for (verbal) consent to post the image recordings.

5. Automated decision making

Study Association of Psychology Labyrinth does not use automated assessments to decide about topics that can have (serious) consequences for individuals. This concerns decisions that are made by computer programs or systems, without the interference of an individual (such as a representative of Study Association of Psychology Labyrinth).

6. Who has access to your data?

Study Association of Psychology Labyrinth does not sell your personal data to third parties and only provides access to this data if necessary for the performance of the contract between the member and the association or to comply with legal obligations. To ensure the same level of security and confidentiality of your personal data, Study Association of Psychology Labyrinth concludes a processing agreement with the companies that process your personal data on their behalf. Study Association of Psychology Labyrinth remains responsible for this process.

Authorized individuals have access to all entered personal data, with as a main goal to maintain the member administration. The board can use this data to contact individuals about committees and/or activities, to verify membership and to send (digital) mail. All digital data will be secured so that only authorized individuals have access to it. Any physical documents containing personal data will always be stored in cabinets that are locked by means of a keylock, which only authorized individuals have access to. When a committee of the association organizes an activity for which individuals can register, a list with necessary information will be shared with the committee so that they can check the registration during the activity. This list will be destroyed no later than one month after the activity.

Study Association of Psychology Labyrinth uses the following computer programs or systems to process personal data:

Genkgo (membership administration, registrations, collection of membership fees)

Study Association of Psychology Labyrinth saves your personal data in a system of Genkgo. Genkgo is an online program in which the membership administration is saved, (de)registrations of the website are processed and membership fees are collected. In addition, the monthly newsletters and important information about the General Assemblies are also sent using Genkgo. The monthly newsletter is sent to inform members about relevant information about the association and its aims. The program is secured with an account of which only the board has access to.

ABN AMRO

All money transfers of the Study Association of Psychology Labyrinth are processed by ABN AMRO bank. ABN AMRO only has access to the bank details of all the members of the associations. Payments are only visible for the current board and the Treasury Committee.

Tax Administration

Study Association of Psychology Labyrinth is required to report income and expenditure.

Snelstart

Study Association of Psychology Labyrinth makes use of the program Snelstart for the bookkeeping and financial administration of the association. This program only saves processed information regarding the financial administration of the association.

SumUp (transaction processing service)

Study Association of Psychology Labyrinth makes use of a payment terminal in the common room and at activities during which additional tickets are sold at an external location. The transactions are processed by SumUp.

Mollie (transaction processing service)

Study Association of Psychology Labyrinth makes use of the services of Mollie. Mollie is a transaction processing service that assists with the processing of financial transactions.

INDEX Books

Study Association of Psychology Labyrinth cooperates with book supplier INDEX Books to deliver study books.

Gmail

Study Association of Psychology Labyrinth makes use of the mail services of Gmail. The mailbox is only accessible to authorized individuals

Orangebook

Orangebook is the organization with which Study Association of Psychology Labyrinth has the yearbook printed.

CopyCopy

CopyCopy Leiden is the organization with which Study Association of Psychology Labyrinth has the association's magazine *deSofa* printed.

App

Study Association of Psychology Labyrinth makes use of an app from Kluppie. When you choose to download the app and grant access, your personal data will be stored in the system of the app. If you participate in a committee, your first and last name will be visible to the other committee members. Other personal data, however, will only be visible for authorized individuals.

7. For how long does Study Association of Psychology Labyrinth save personal data?

Study Association of Psychology Labyrinth saves your personal data no longer than is strictly necessary to achieve the goals for which your data are being collected. We maintain the following retention periods for the following (categories) of personal data:

- *Registrations:* Registration forms and personal data obtained via our website or via a physical registration form for membership of the Study Association of Psychology Labyrinth, will be kept for seven years starting from the first calendar year following the final deregistration date of the academic year in which the individual concerned deregistered.
- *Deregistrations:* Deregistration forms will be kept for seven years starting from the first calendar year following the final deregistration date of the academic year in which the individual concerned deregistered.
- *Personal data retrieved through online registration forms on the website:* Personal data obtained via online registration forms for activities will be kept for seven years starting from the first calendar year following the end of the relevant board year. The data will be kept in an Excel document which will be stored on the secured disk because of the financial administration.
- *Personal data retrieved through email contact:* Personal data obtained via e-mail contact will be deleted immediately after the relevant activity. However, the aim is to not receive any personal data via e-mail.

8. Data breach notification obligation

Study Association of Psychology Labyrinth is legally obliged to report data leaks to the Dutch data protection authority (Autoriteit Persoonsgegevens) within 72 hours, if a serious data leak has occurred. If the data breach is probable to have unfavorable consequences for the individuals involved, the data breach also has to be reported to them.

9. Cookies, or similar techniques, that we use

Study Association of Psychology Labyrinth does not use functional cookies on her website.

10. Links

The website and the social media of Study Association of Psychology Labyrint contain links to other (external) websites. Study Association of Psychology Labyrint is not responsible for the privacy statements of such websites. This privacy statement only applies to the personal data obtained from the website and the social media of Study Association of Psychology Labyrint.

11. Viewing, changing or deleting your data

You have the right to view, change or delete your personal data. In addition, you also have the right to withdraw your permission or object to the processing of your personal data by Study Association of Psychology Labyrint and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have access to in a file to you or another organisation of your choice. You can also submit a request to view, change, delete or transfer your data or a request to withdraw your permission or object to the processing of your personal data to board@labyrintleiden.nl. The board only has to comply with your request if you have fulfilled the payment obligation.

To ensure that you can only request to view your own data, a physical appointment needs to be made. During this appointment we will ask you to authenticate yourself with a valid identity document. This identity document will only be used to verify your identity and no copy will be made or stored. The board will reply as soon as possible, but within four weeks, to your request.

Study Association of Psychology Labyrint also wants to inform you that you have the possibility to file a complaint with the Dutch data protection authority (Autoriteit Persoonsgegevens). This can be done by following this link: <https://autoriteitpersoonsgegevens.nl/en/submitting-a-tip-off-or-a-complaint-to-the-ap>

12. How Study Association of Psychology Labyrint stores your personal data

Study Association of Psychology Labyrint takes the protection of your personal data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you are under the impression that your data is not stored safely or that there are signs of abuse, please contact us via board@labyrintleiden.nl.