

# Privacy Statement

# Theatre Association

# NEST

Enschede, 13th of March 2021

## Introduction

On the 25th of May 2018 a new law came into effect, the algemene verordenening gegevensbescherming (AVG). The result of this is that companies and associations are required to take stricter methods with regards to safeguarding the privacy of their members. In this Privacy Statement you will find the measures implemented by Theatre association NEST to guard your privacy as best as possible.

## Data

Theatre association NEST collects information for administrative purposes, which will be stored for a period of at least six years. The association collects the following information:

### **Required**

- Name
- Email address
- Group allocation
- State contribution  
payment NEST
- Phone numbers

### **Purpose**

- Being able to address directors and members.
- Quick and efficient contact with members.
- Contact of a specific group.
- Sending payment reminders.
- Being able to reach the members in case of an emergency, or when they are not available through email.

- Resume of directors To determine whether they are qualified to lead a group.

## *DMS*

Theatre association NEST uses the registration program DMS to be able to view the information of the members as they are registered on their Student or Campus Card. This access is necessary for the administration of the association fee. This information is not stored by the association and as soon as a student unregisters from the University of Twente or does not purchase a new Campus Card, the association loses its access.

## *Access*

The current Board of NEST has access to the information of the members as well as the information of the older members stored in the archive. In the period before, after and during a Board change there is a transfer of knowledge between the old and the new Board. During this period both the old and the new Board will have access to the information. Apart from the Board there are some committees that have access to the information relevant for their purpose. The precise details can be found in the processing register.

## *External parties*

Theatre association NEST shares the information of its members with several external parties. This happens for various reasons, such as member administration and communication.

### *Google*

The association uses the services of Google such as the Drive, Gmail and Calendar application, to keep its members up to date about events and to store information.

### *Mailchimp*

The online service of MailChimp is used to share the newsletters with the members of the association. This is made possible because MailChimp falls under the EU-US Privacy Shield and as such does not need to comply with the AVG

demands. However, because of this, every member needs to give permission to the association before the contact information can be used.

## Website

The website of Theatre association NEST is located on the SNT (Studenten Net Twente) servers and runs on the software Wordpress. By using the website, there will be cookies. These are only functional cookies.

## Storage terms

Theatre association NEST stores your information as long as you are registered as a member. This means that your complete profile will be saved until you let us know that you no longer wish to be a member of the association. If you unsubscribe, we will remove sensitive information (such as your bank account number) from the system. A part of your information (name, phone number and email address) will be saved for the purpose of saving personal information, as we are required to do according to the Dutch law. Because Theatre association NEST organises a lustrum every five years, contact information will be stored for at least six years instead of the lawfully required two. In the case of a demand to be forgotten we will process this information in such a way that they cannot be traced back to the person it belongs to. On the basis of fiscal storage terms we save invoices with personal information for a period of at least seven years.

## Cooperation with fiscal and judicial inquiries

If a fiscal and judicial inquiry would take place then Theatre association NEST can be legally obliged to share the information of its members. In such cases we are forced to share the information with the government and will do so.

# Use of pictures in an Almanac or association book

All pictures taken during NEST shows, NEST activities and NEST kick-in activities can be used in the Almanac. Unless the person in question indicates that they do not wish to have any pictures of themselves put in the book.

## Your rights

According to the Dutch and European legislation you have certain rights with regards to the processing of personal information by Theatre association NEST. Below is explained which rights these are and how you can make sure that these are followed. Firstly, to avoid misuse, we will send invoices and copies only to the email address known to us. If it is the case that you want to receive information on another email address, we can ask you to provide us with a valid legitimation. You have the right to register a complaint with the Autoriteit Persoonsgegevens at all times if you suspect that Theatre association NEST is using your personal information in a wrong way.

### *Right to view information*

You have the right to view the information which Theatre association NEST is administrating and are relevant to you at all times. You can make a request to the Board to view it. Within 30 days you will receive a reply to your request. If your request is granted, then the Board will send you a copy of all information at the email address known to the association. Included will be an overview of all of the parties that process the information and a mention of the categories under which we save the information.

### *Right of rectification*

You have the right to change the information which we process or have processed and which are relevant to you at all times. You can make a request for this to the Board and you will receive a reply within 30 days. If your request is granted then the association will send you the confirmation of the change in information on the email address known to the association.

## *Right to limit the processing of information*

You have the right to limit the processing of information that is relevant to you. You can make a request to the Board with your reasons. You will receive a reply within 30 days. If your request is granted then we will send you a confirmation with the restriction to the email address known to the association. This will remain until you lift the restriction or until your information will not be processed any longer when you unsubscribe from the association.

## *Right of objection and other rights*

If you have a complaint about the way Theatre association NEST is processing your information then you have the right to make an objection. If you do so, then the association will stop processing your information pending the processing of your objection. If your objection is valid, then the association will return the copies and invoices of your information and limit the processing of your information. As well as that you have the right to not be subjugated to an automatic individual decision making process or profiling. If you have the feeling that you are, then please contact the Board.

## **Security**

The information that the members share with Theatre association NEST will be protected at all times. Laptops with relevant data will not be left unattended, USB-sticks with sensitive information will not be shared with third parties without permission. All information from the members will for that reason be stored on the Google Drive of the Board. Only the members of the current Board have access to this information.

However, in the case of a data leak, either through purposeful or unpurposeful negligence, the members have a right to file a complaint with the Autoriteit Persoonsgegevens.

## Cookies

In the case that software applications by third parties use cookies it will be mentioned in this Privacy Statement.

## Refusal of membership

If your wishes regarding privacy do not comply with the functioning of the association then it is possible for the Board to refuse you as a member of Theatre association NEST.

## Changes in the Privacy Policy

Theatre association NEST keeps the right to change the Privacy Statement at all times. On our website you can find the most recent version. If the updated Privacy Statement has consequences for the way in which we process the information received from you, then we will inform you through email.

## Contact information

Theatre Association NEST

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Show this text to the chair  
and you will get a lollipop!



Goal	Data	Affected	Retention Period	Storage terms	Processed by	Accessible for	Legal ground	Notes
Register for auditions	- Name (first and last) - Email address - Phone number	Everyone who wants to become/stay member	Infinite	- Physical archive - Google drive	- Secretary - CP	- Board	Consent	CP stands for the Commissioner of Productions
Membership administration	- Name (full) - Contact details - Address data - Study (if student of the UT)	Members	Duration membership	- DMS (system of the UT)	- UT - Secretary	- UT - Secretary	Consent	UT stands for University of Twente. The university's central system (DMS) is used for membership administration. This is mandatory as all members must have a unioncard/campuscard. <b>We do not obtain this information ourselves and we do not store it ourselves. We only view this information.</b>
Bookkeeping	- Name - IBAN - Money flows - Description	Organizations/persons that receive or send money in relation to Theatre Association NEST	7 years	- Physical archive - Google drive - Personal storage	- Treasurer	- Board	Legally required	
Documentation GMM	- Name (first and last) - Statements during GMM's	Present people on GMM's	Infinite	- Google drive	- Board	- All members - All people invited to GMM's	Consent	GMM means General Members Meeting
Reservations shows	- Name - Email address - Choice visit	Audience	Until 1 year after 'current' year	- Google drive - Webhare	- Board - DotCom	- Board - DotCom	Consent	DotCom is the committee responsible for the NEST website. Webhare is the webmanagement software of the UT, the website of Theatre Association NEST runs on webhare.
Division groups	- Name (first and last) - Email address - Phone number	Playing members Crew Directors	Infinite	- Google drive	- Board - Directors	- All members - Directors	Consent	
Informing members	- Email address - Phone number	Members	2 years after 'current year'	- Whatsapp - Mailchimp - Gmail	- Board	- Board	Consent	Mailchimp is a service that is used for the newsletters
PR	- Pictures	Members	Infinite	- Personal storage - Google drive - Posters - Website (webhare) - Facebook - Instagram	- PRcom - Board	- Public	Consent	PRcom is the committee responsible for the promotion of productions. PR material is shared publicly via poster poles, leaflets, promo light signs at the UT, via the culture center (Vrijhof C&E) and mouth to mouth
Production footage (Pictures)	- Pictures	Playing members	Infinite	- Personal storage - Google drive - Website (webhare) - Facebook - Instagram - Association book	- DotCom - LAC - PRcom - Board	- Public	Consent	LAC (Lustrum Almanac Committee) is the committee responsible for making an almanac for the lustrum of NEST.
Production footage (Videos)	- Video's	Playing members	Infinite	- Personal storage - Google drive	- Board	- Members	Consent	
Contracts directors	- Name - Address data - Contact data - Birth date - CV	Directors	Infinite	- Google drive - Physical archive	- Direcom - Board	- Direcom - Board	Legally required	Direcom is the committee responsible for finding new directors and evaluating all directors within NEST.
Afmelden repetities	- Name - Reason sign off	Playing members	Infinite	- Gmail	- Secretary	- Board - Directors	Consent	
Ticket reservation inspiration evenings	- First name - Email address	Playing members Crew Directors	Infinite	- Gmail - Google drive - Vrijhof C&E systems	- Board - Vrijhof C&E	- Board - Vrijhof C&E	Consent	Vrijhof C&E (Culture and Events) is responsible for Art, Culture and Events on the UT campus.
Sign up purchase activity	- Name - Preferences and exceptions - Clothing sizes	Members/patrons that sign up for the purchase activity in question	2 years after 'current year'	- Google drive	- WOFCYC	- WOFCYC - Board	Consent	WOFCYC (We Order Clothes For You Committee) is the committee responsible for ordering association merchandise.



Goal	Data	Affected	Retention Period	Storage terms	Processed by	Accesible for	Legal ground	Notes
Sign up activities	<ul style="list-style-type: none"> <li>- Name</li> <li>- Preferences and exceptions</li> <li>- Medical data (allergies, noteworthy medication and eating habits)</li> </ul>	Members/patrons that sign up for the activity in question	2 years after 'current year'	- Google drive	<ul style="list-style-type: none"> <li>- ACDC</li> <li>- CampCom</li> <li>- NeProCom</li> </ul>	<ul style="list-style-type: none"> <li>- Committees in question</li> <li>- Board</li> </ul>	Consent	<p>ACDC is the committee responsible for organizing activities for all NEST members. CampCom is the committee responsible for organizing the annual NEST camp. NeProCom is the committee responsible for organizing activities together with NEST's brother association ProDeo. The CampCom is allowed to, if necessary, make a list with names (first names) that they can share with the location where the camp will be held.</p>