

Privacy Statement

Theatre Association

NEST

Enschede, 23rd of August 2024

Introduction

On the 25th of May 2018 a new law came into effect, the algemene verordening 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

Legally, we are required to store the following information for at least 7 years. This data will mostly be collected by the board and checked by KasCo.

- cash box records (including draft notes) and receipts
- financial notes, such as information on income and expenses
- interim control calculations (tally sheets and calculations)
- invoices received and copies of invoices sent
- bank statements
- contracts, agreements and other arrangements
- agenda's and appointment books
- correspondence
- software and data files
- data on the number of kilometres you have driven paid by NEST

The legal mandate can be seen following this link:

https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/zakelijk/ondernemen/administratie/een_administratie_opzetten#welke-gegevens-bewaren

If the government requests this information, we legally have to give it to them.

To see the additional data NEST collects, please refer to the processing register we attached below.

“Sports and Culture”

Theatre Association NEST uses the registration program sportsandculture.utwente.nl 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 person 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 Workspace

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

Newsletter

The newsletter system we use goes via Google and is used to send updates to subscribers (can be members and non-members) about NEST's shows and activities. All subscribers have to give permission to the association to use the email address they provide for this newsletter.

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, which are exclusively functional cookies. For more information see the policy page on our website:

<https://nest.utwente.nl/policies/>

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 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 it 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.

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 or other forms of picture books only accessible by NEST members. 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 legitimization. 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

Drienerlolaan 5 7522NB ENSCHEDE

board@nest.utwente.nl

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



Processing Register

Theatre Association NEST

23/08/2024

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	2 years	Google drive	Secretary; CP	Board	Consent	CP stands for the Commissioner of Productions
Membership administration	Name (full); Contact details; Study (if student of the UT)	Members	Duration membership	DMS (systems of the UT)	UT; Secretary	UT; Secretary	Consent	UT stands for University of Twente. The university's central system (Sports and Culture) is used for membership administration. This is mandatory as all members must have a unioncard/campuscard. We do not obtain this information ourselves and we do not store it ourselves. We only view this information.
Bookkeeping	Name; IBAN, Money flows, Description	Organizations/persons that receive or send money in relation to Theatre Associatio NEST	7 years	Physical archive; Google drive; Personal storage	Treasurer	Board	Legally required	
Documentation GMM	Name (first and last); Statements during GMMs	Present people on GMMs	Infinite	Google drive	Board	All members; all people invited to GMMs	Consent	GMM means General Members Meeting
Website	(Depending on use) Name; Email address; Purchased / Reserved tickets; Login Cookies; Payment information	Website visitors	Tickets and reservations are stored for up to 3 months after the show. Payment information will be part of bookkeeping	Google drive; Apollo / SNT	Board; DotCom	Board; DotCom ; Apollo Board ; Apollo Webcie	Consent	For more details, see the privacy page of the NEST website. link: https://nest. utwente.nl/policies/
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; Google drive; Gmail	Board	Board	Consent	
PR	Pictures	Members	Infinite	Personal storage; Google drive; Posters; Website (SNT); 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 centre (Vrijhof C&E) and mouth to mouth

	Production footage (Pictures)	Pictures	Members; Directors	Infinite	Personal storage; Google drive; Website (SNT); Facebook; Instagram; Association book (almenac)	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)	Videos	Members; Directors	Infinite	Personal storage; Google drive; YouTube (unlisted)	Board	Members	Consent	
	Archiving	Pictures; Name; Group Division; Attendance of activities;	Members	Infinite	Google drive; Physical archive	LAC; Memcom; Board	Members	Consent	Archiving refers to both the Almanac that NEST creates as well as any other form of storing pictures for non-production related activities.
	Contracts directors	Name; Address data; Contact data; birth date; Resumé (CV)	Directors	Infinite	Google drive; Physical archive	DirecCom; Board	DirecCom, Board	Legally required	DirecCom is the committee responsible for finding new directors and evaluating all directors within NEST
	Signing off for rehearsals	Name; Email address; Reason sign off	Playing members	Infinite	Gmail; SNT	Secretary	Board; Directors	Consent	
	Emails	Email address; Email content	Whomever sends the board emails	Infinite	Gmail; SNT	Board	Board	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. Note that this service from Vrijhof is currently inactive.
	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	WOCFYC	WOCFYC; Board	Consent	WOCFYC (We Order Clothes For You Committee) is the committee responsible for ordering association merchandise.
	Sign up activities	Name; Preferences and exceptions - Medical data (allergies, noteworthy medication and eating habits)	Members/patrons that sign up for the activity in question	2 years after 'current year'	Google drive	Activity organizers (for example ACDC; CampCom; NIPD; Etcetera)	Committees in question	Consent	ACDC is the committee responsible for organising activities for all NEST members. CampCom is the committee responsible for organising the annual NEST camp. NIPD is the committee responsible for organising activities together with NEST's brother associations ProDeo and inSPE. The CampCom is allowed, if necessary, to make a list with names (first names) that they can share with the location where the camp will be held.
	Newsletter	Email address	People who sign up	Until signoff	Google groups	Board; PrCom	Board; PrCom	Consent	NEST has a newsletter for which people can subscribe via website or during the show. The newsletter is used for informing the people that sign up of our activities
	Knowing who can help in case of medical emergencies	Name; Telephone Number; Which first aid training the person has received; If this training has expired	Members who voluntarily sign up to be put on this list	Duration membership	A physical list inside NEST's first aid (EHBO) kit; Google drive	CP; Board	Members	Consent	NEST has a first aid (EHBO) kit, which we can use in case of emergencies. When such an emergency occurs, the people who are present need to quickly know who in the association has training and is able to help.