



# Privacy Policy 'Student Association for Applied Physics (VvTP)'

*Last changed on 30-8-2022*

The 'Student Association for Applied Physics' hereinafter referred to as VvTP, located at Lorentzweg 1, is responsible for the processing of personal data of its members as shown in this privacy policy. In this privacy policy, with members we mean ordinary members, members of merit and honorary members. In the privacy policy one can find which data is stored, for what purpose it is stored and how it is obtained. Furthermore, the member can find her rights and who he or she should be with for questions or information.

## **Contact details:**

vvtp@vvtp.nl  
Lorentzweg 1  
2628 CJ Delft  
015 2786122

This document is divided into two parts. The first part is a general part. This contains the core of how the VvTP collects, stores and processes personal data. Part two concerns additional personal data that are collected and processed at the moment that a member participates in one of the services that the VvTP organizes.

By accepting the privacy policy, you agree with both parts. However, part two only becomes applicable when participating in a service.



# Part 1: Privacy policy VvTP - General

## 1 Overview of personal data

The VvTP processes your personal data because you have become a member of the association and/or use its services. By becoming a member of the VvTP, the member agrees to this privacy policy.

Below, you will find an overview of the personal data that we process.

Personal data	Reason	Retention period
General personal data <ul style="list-style-type: none"><li>Name</li><li>Initials</li><li>Nationality</li></ul>	To be a member of the association, the association needs your basic information.	Study time + 3 years
Address <ul style="list-style-type: none"><li>Address</li><li>Zip code</li><li>Residence</li></ul>	In order to be a member of the association, the association needs your basic information. In addition, the VvTP collects address data for sending its publications, cards and other correspondence by post.	Study time + 3 years
Contact data <ul style="list-style-type: none"><li>Email address</li><li>Telephone number</li><li>Mobile phone number</li></ul>	The association uses your email address to announce its activities via email. Furthermore, it is used to provide information from VvTP related companies to a member. Telephone numbers are used to reach a member, if email is not sufficient.	Study time + 3 years
TU Delft data <ul style="list-style-type: none"><li>Study number</li><li>Study phase</li><li>NetID</li></ul>	The VvTP uses study numbers to check whether its members are still registered at TU Delft. Furthermore, the VvTP keeps the study phase of its members. It does this only to be able to send relevant e-mails to its members and thereby reduce unwanted items.	Study time
Financial data <ul style="list-style-type: none"><li>IBAN number*</li><li>BIC Code</li></ul>	Financial data can be processed or shared with Exact Online for the purpose of conducting direct debits or recognizing transactions. This data is stored when a member signs a collection form. Signing a collection form is optional if no costs are made at the association. If costs are incurred (for example by participating in an activity), this will be mandatory.	Study time, or 7 years (+ max 1 year)
Parental information <ul style="list-style-type: none"><li>Name*</li><li>Address*</li><li>Phone number*</li></ul>	This allows us to reach parents in the case of an emergency. The information will not be used for any other reason.	Study time

\*This information is optional and not mandatory

In addition to these personal data, the VvTP processes other data that have been granted to us with permission. The VvTP reserves the right to request more personal data if other events request it. These are indicated in the Privacy Policy for events.



## 2 Special and/or sensitive personal data that we process

The association collects passport numbers, ID card numbers and allergies in special cases. These can be found in the privacy policy - services.

The association does not intend to collect data about website visitors or members who are younger than 16 years of age, unless they have permission from parents or guardians. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in their children's online activities, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us via [vvtp@vvtp.tudelft.nl](mailto:vvtp@vvtp.tudelft.nl) and we will delete it.

Photos and videos can be made at activities of the VvTP. By coming to an activity, the member agrees that this material could be made. At the beginning of the event, it will be mentioned whether photos are taken. These photos can be published in the Physicus, the yearbook, the website or in the Facebook group 'Vereniging voor Technische Physica'. They can also be used for promotional material of other activities. If a member prefers us not to post a certain photo, they can let us know by emailing to [vvtp@vvtp.tudelft.nl](mailto:vvtp@vvtp.tudelft.nl).

## 3 Automated decision-making

The VvTP does not make decisions based on automated processing on matters that can have (significant) consequences for people.

## 4 Retention periods of the personal data

The VvTP does not store personal data for longer than is strictly necessary or legally required to achieve the purposes for which your data is collected. The retention periods can be found under section 1. In the event that study time + three years is given as a retention period, this is done in order to be able to reach alumni to register with the AVTN, the Alumni Association.

## 5 Sharing personal data with third parties

The VvTP does not sell your data to third parties and only provides it if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data on our behalf, we conclude a processing agreement, these companies can be found in section 5.2 to ensure that the same level of security and confidentiality of your data. The VvTP remains responsible for these processing operations. Personal data that must be sent to these companies by email is always sent encrypted.

### 5.1 Access to information

The board of the VvTP and the administrators of the website have access to the database in which the personal data is stored. The data is stored on TU Delft's servers. The board and administrators of the website sign a confidentiality agreement of the personal data in advance. At the end of a board year or the management of the website, the rights for them are lifted.



## 5.2 Other services with which personal data is shared

- Mailchimp  
We use mailchimp to send our activity mailing. For this, your email address and given name is shared with them.
- Datacenter TU Delft  
The website and database are hosted by TU Delft. As a result, data is stored on the servers of the TU Delft.
- TU Delft  
To keep our database up to date, we receive a periodic update from TU Delft. This allows us to check whether members are still studying at TU Delft.  
We also use TU Delft's 'web drive'. This is a cloud storage hosted by TU Delft. On this we store data for the entire association.
- BladNL  
For sending the Physicus, address data is shared with BladNL. This data is deleted immediately after sending the Physicus.
- Google Workspace  
For emailing and storing files, we use Google's cloud services. In doing so, Google guarantees that the data will be stored in accordance with the GDPR.

## 6 Sharing data with the alumni association

The VvTP has an agreement with its alumni association, the AVTN. Up to three years after graduation, the data from the VvTP membership file may be used to make someone a member of the AVTN for free. If after three years someone has not shown any interest in the AVTN, their data will be deleted.

## 7 View, modify or delete data

You have the right to view, correct or delete your personal data. You can do this yourself via the personal settings of your account. These can be found on [vvtp.tudelft.nl](http://vvtp.tudelft.nl). In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by the VvTP and you have the right to data portability. This means that you can submit a request to us to transfer the personal data that we hold about you to you or another organization mentioned by you.

If you wish to exercise your right to object and/or to data portability or if you have other questions/comments about the data processing, please send a specified request to [vvtp@vvtp.tudelft.nl](mailto:vvtp@vvtp.tudelft.nl).

To ensure that the request for access has been made by you, we ask you to send a copy of your proof of identity with the request. In this copy, make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) black. This is to protect your privacy. The VvTP will respond to your request as soon as possible, but in any case, within four weeks.

The VvTP would also like to point out that you could file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:  
<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>



## 8 How we protect personal data

The VvTP takes the protection of your data seriously and responds appropriately to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us via [vvtp@vvtp.tudelft.nl](mailto:vvtp@vvtp.tudelft.nl).

## 9 Changes to the privacy policy

The VvTP reserves the right to change the privacy policy at any time without prior notice. Changes will be posted on [vvtp.tudelft.nl](http://vvtp.tudelft.nl) and the date 'last change' will be adjusted. We recommend that you consult the privacy policy regularly so that you are aware of these changes. Major changes will be communicated to the members by email.



## Part 2: Privacy policy VvTP – Services

### Services

A significant part of the activities of the VvTP concerns additional services. These services are organized by the board or a committee and occasionally in collaboration with a company, especially in the case of career events. In order to provide these additional services, the processing of additional personal data is required. The board, committees and companies that come into contact with the personal data sign a processing agreement prior to processing in which they maintain confidentiality of the personal data. In addition, the VvTP ensures that personal data is sent encrypted if it has to be sent by e-mail.

The additional services are divided into five categories:

- Excursions
- Career
- Activities
- Publications
- Education

To make use of the above services, consent to the processing is a number of specific personal data. Additional personal data may only be requested, processed or shared by the VvTP (indicated per subject), provided that the user has met two conditions.

- The member has agreed to the general privacy policy
- The member has registered for a service, which has indicated that it falls under one of the five service categories

These specific personal data are visible to the board and the organizing committee. If the data is no longer necessary, the data will be deleted again.

For some services, registration takes place via the VvTP website. The registrations for activities are kept for 7 years in connection with the legal obligation to retain financial data of the association. After that, the registration will be deleted or anonymized.

### Excursions

For an excursion organized by the VvTP, (in addition to the standard personal data as indicated in the general part of the privacy statement) the personal data below can be requested and processed. Study trips are included in excursions.

Personal data	Reason	Retention period
<b>Identification</b> <ul style="list-style-type: none"><li>• <b>Passport</b><ul style="list-style-type: none"><li>○ <b>Copy of passport</b></li><li>○ <b>Document number</b></li><li>○ <b>Nationality</b></li><li>○ <b>Surname</b></li><li>○ <b>First name</b></li><li>○ <b>Date of birth</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Passport data can be processed or shared with transport services (for example: airlines, shipping companies, bus companies, tour operators, etc. ) for the purpose of organising transport.</li></ul>	Up to 4 weeks after the end of the excursion



<ul style="list-style-type: none"><li>○ <b>Birthplace</b></li><li>○ <b>Gender</b></li><li>○ <b>Length</b></li><li>○ <b>Date of issue</b></li><li>○ <b>Expiration date</b></li><li>○ <b>[opt. Signature]</b></li><li>○ <b>[opt. Authority]</b></li></ul>	<ul style="list-style-type: none"><li>• Passport data can be processed or shared with accommodations for the purpose of organizing accommodation.</li><li>• Passport data can be processed or shared with intermediaries (for example: travel agencies, ticket sites) for the purpose of organizing transport and accommodation.</li><li>• Passport data can be processed or shared with companies for the purpose of visiting a location (for example: office, laboratory, factory).</li><li>• Passport details can be used to apply for necessary visas and other residence documents.</li><li>• Passport data can, in case of emergency, be shared with third parties (for example: injury, loss of original passport).</li></ul>	
<b>Insurance</b> <ul style="list-style-type: none"><li>• <b>Health insurance card</b><ul style="list-style-type: none"><li>○ <b>Copy of health insurance card</b></li><li>○ <b>Surname</b></li><li>○ <b>First name</b></li><li>○ <b>Date of birth</b></li><li>○ <b>Insurer number</b></li><li>○ <b>Card number</b></li><li>○ <b>Expiration date</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Insurance data may, in case of emergency, be shared with third parties (for example: injury).</li></ul>	Up to 4 weeks after the end of the excursion
<b>Emergency data</b> <ul style="list-style-type: none"><li>• <b>Data stay at home</b><ul style="list-style-type: none"><li>○ <b>Telephone number</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Details of a stay-at-home parent are recorded in order to be able to inform the home front in the event of an emergency.</li></ul>	Up to 4 weeks after the end of the excursion
<b>Health</b> <ul style="list-style-type: none"><li>• <b>Disorders</b><ul style="list-style-type: none"><li>○ <b>Allergies</b></li><li>○ <b>Medication use</b></li><li>○ <b>Physical condition</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Allergies can be processed or shared with accommodations and eateries.</li><li>• Medication use and physical condition can be processed for the safety of the participant.</li></ul>	Up to 4 weeks after the end of the excursion
<b>Financial</b> <ul style="list-style-type: none"><li>• <b>Bank details</b><ul style="list-style-type: none"><li>○ <b>IBAN number</b></li><li>○ <b>BIC number</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Financial data can be processed or shared with Exact Online for the purpose of carrying out direct debits or recognizing transactions.</li></ul>	7 years (+ max 1 year)
<b>Study</b> <ul style="list-style-type: none"><li>• <b>Study data</b><ul style="list-style-type: none"><li>○ <b>Study number</b></li><li>○ <b>Year of registration</b></li><li>○ <b>Study</b></li><li>○ <b>Study progress</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Study data may be processed and shared for the purpose of selection and drawing procedures.</li><li>• Study numbers can be shared with SGZ vaccination center for discounts on vaccinations.</li></ul>	<ul style="list-style-type: none"><li>• Up to 4 weeks after the selection procedure</li><li>• Until the excursion is financially completed</li></ul>



Registration		
<ul style="list-style-type: none"> <li>• <b>Participation data</b> <ul style="list-style-type: none"> <li>○ <b>Motivation letter</b></li> <li>○ <b>CENTRAL HEATING</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Registration data may be processed and shared for the purpose of selection and drawing of lots.</li> </ul>	Up to 4 weeks after the selection procedure

## Activities

For an activity organized by the VvTP, (in addition to the standard personal data as indicated in the general part of the privacy statement) the personal data below may be requested and processed .

Personal data	Reason	Retention period
<ul style="list-style-type: none"> <li>• <b>Health Disorders</b> <ul style="list-style-type: none"> <li>○ <b>Allergies</b></li> <li>○ <b>Medication use</b></li> <li>○ <b>Physical condition</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Allergies can be processed or shared with accommodations and restorative facilities.</li> <li>○ Medication use and physical condition can be processed for the safety of the participant.</li> </ul>	Up to 4 weeks after the activity
<b>General</b> <ul style="list-style-type: none"> <li>• <b>Body</b> <ul style="list-style-type: none"> <li>○ <b>Clothing sizes</b></li> <li>○ <b>Gender</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Clothing sizes can be processed for appropriate clothing.</li> <li>○ Gender can be processed or shared for logistical layouts such as a room layout.</li> </ul>	Up to 4 weeks after the activity
<b>Financial</b> <ul style="list-style-type: none"> <li>• <b>Bank details</b> <ul style="list-style-type: none"> <li>○ <b>IBAN number</b></li> <li>○ <b>BIC number</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Financial data can be processed or shared with the VvTP for the purpose of carrying out direct debits or recognizing transactions.</li> </ul>	7 years (+ max 1 year)

## Publications

For a publication made by the VvTP, (in addition to the standard personal data as indicated in the general part of the privacy statement) the personal data below can be requested and processed.

Personal data	Reason	Retention period
<b>General personal data</b> <ul style="list-style-type: none"> <li>• <b>Name</b> <ul style="list-style-type: none"> <li>○ <b>Surname</b></li> <li>○ <b>First name</b></li> <li>○ <b>Initials</b></li> </ul> </li> <li>• <b>Place of residence</b> <ul style="list-style-type: none"> <li>○ <b>Land</b></li> <li>○ <b>Town</b></li> <li>○ <b>Zip code</b></li> <li>○ <b>Addition</b></li> <li>○ <b>House number</b></li> <li>○ <b>Street</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• General personal data can be processed or shared with third parties involved in the publishing process (for example: printer, shipping company)</li> </ul>	Until the subscription to the publication expires

## Career

For a career event organized by the VvTP, (in addition to the standard personal data as indicated in the general part of the privacy statement) the personal data below may be requested and processed .



Personal data	Reason	Retention period
<b>Career</b> <ul style="list-style-type: none"><li>• <b>Career data</b><ul style="list-style-type: none"><li>○ <b>CENTRAL HEATING</b></li><li>○ <b>Motivation letter</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Career data may be processed and shared with companies for the purposes of selection and drawing lots procedures</li></ul>	Up to 4 weeks after the selection procedure
<b>Study</b> <ul style="list-style-type: none"><li>• <b>Study data</b><ul style="list-style-type: none"><li>○ <b>Year of registration</b></li><li>○ <b>Study</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Study data may be processed and shared for the purpose of selection and drawing procedures</li></ul>	Up to 4 weeks after the selection procedure

## Education

For an action by the VvTP regarding education, (in addition to the standard personal data as indicated in the general part of the privacy statement) the personal data below may be requested and processed. be.

Personal data	Reason	Retention period
<b>Study</b> <ul style="list-style-type: none"><li>• <b>Study data</b><ul style="list-style-type: none"><li>○ <b>Year of registration</b></li><li>○ <b>Study</b></li><li>○ <b>Study progress</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Study data can be processed for the purpose of research (for example: surveys) into education at the Applied Physics study programme, the Faculty of Applied Sciences or Delft University of Technology.</li></ul>	Up to a maximum of 4 weeks after the end of the study, any anonymised data may be retained