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# SEC Privacy Statement

This file offers the privacy statement of Sociologisch EpiCentrum (SEC). This privacy statement aims to explain how your personal data will be managed and administered by SEC.



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In this privacy statement we will discuss how we intend to collect and process your personal data. The AVG Privacy Statement is a statement in which SEC explains to its members how it will administer personal data. The AVG Privacy Law has been developed as a means to improve the way companies gather and manage personal data. The objective of the AVG Privacy law is to ensure the safe, transparent and specific usage of personal data by companies, and to limit their access. And SEC has to meet these requirements too, hence this document.

## SEC

What is SEC and what does SEC do? SEC is the student association of Sociology at the University of Amsterdam. During an academic year SEC organizes different activities for its members. The members are Sociology students whom are in their Master or Bachelor phase at the University of Amsterdam. Every year a board, consisting of at least three people, is elected by the members. The board gets the responsibility to run the association and organize new activities. A few examples of activities that are organized are study related lectures, weekly get-togethers and study trips.

The address of SEC is Nieuwe Achtergracht 166, 1018 WV Amsterdam, Noord-Holland. Our information at the Kamer van Koophandel (KvK) is as follows, our KvK-number is 40537144 and our association title is Sec., Sociologisch Epicentrum. If there you have any questions please email [secretaris@sociologen.nl](mailto:secretaris@sociologen.nl), this also applies to questions about the AVG Privacy Law.

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## Purpose of personal data

Administration regarding information about our members serves different reasons. This section of our Privacy Statement will hopefully shed some light on why various kinds of personal data is collected. An email address is required to send the newsletter and to inform members about other affairs, such as the book sale. A phone number is necessary if direct contact with members is needed. Furthermore, a phone number might possibly be requisite for creating a WhatsApp-group chat to contact members during the freshmen's weekend or the study trip. Your student number is required to check if you actually study Sociology. Members have to indicate if they are a bachelor, pre-Master or Master student. This specific information is needed so SEC knows what type of membership members need to pay. Bank details are required for the payment of the SEC membership. Personal data is also processed based on legal obligations and labor law obligations.

## Administers

The personal data of the members are received and processed by the chair, secretary, the treasurer and the commission coordinator of SEC. We receive your information through Gmail. Besides, the newsletters and other emails are send with Mailchimp. The moment you sign up for the newsletter, your email address, your first name and your surname will be saved in the appointed list in Mailchimp.

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## Retention period

All personal data will be saved for five years, as long as your membership runs, unless you resign earlier on.

## Your rights

You have certain rights as pertains to the AVG Privacy Law. If you would like to use these rights you must send an email to [secretaris@sociologen.nl](mailto:secretaris@sociologen.nl). Your rights include:

- *Right to access:* SEC is obliged to send/share the personal data of a member if he/she requests for it. You can invoke your data by sending an email to the secretary ([secretaris@sociologen.nl](mailto:secretaris@sociologen.nl)).
- *Right to rectify:* if your personal data is incorrect, has changed or has incorrectly been processed by SEC, then SEC has to amend it, if requested.
- *Right to file a complaint:* if you would like to file a complaint, because you feel like SEC is not properly managing your personal data, you have to contact Data Protection Authority (Autoriteit Persoonsgegevens).
- *Right to data portability:* if SEC offers a service and members decide to transfer to another party, then members have the right to demand that SEC transfers their personal data to that other party.
- *Right to erasure:* you are permitted to notify that you no longer want SEC to use your personal data. You have the right to demand that SEC stops using your personal data.

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## Required information

Information that is required to sign up as a member of SEC is marked with a \*. This information is necessary for offering certain services. SEC cannot offer a particular service if this information has not been provided. For instance, it is compulsory that you provide your email address or else you cannot receive newsletters.

## Security

Personal data of members is protected in different ways. The personal data that is managed by SEC or aforementioned third parties, are only accessible through aforementioned software and are secured with a password. Moreover, your visit to the site of SEC ([sociologen.nl](http://sociologen.nl)) is protected by an Secure Sockets Layer (SSL) certificate, this means that your connection to the site of SEC is private. To view pictures on the site you need to fill in a password, so people who do not have the password cannot see the pictures. In addition, SEC keeps up a member database, this is an overview of the personal data of every member. This member database used to be on Google Drive, but has recently been placed on a hard drive and a back-up of the member database has been put on a usb-stick that is currently in the boardroom.

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Do you have any further questions? Please feel free to contact us at [secretaris@sociologen.nl](mailto:secretaris@sociologen.nl).

