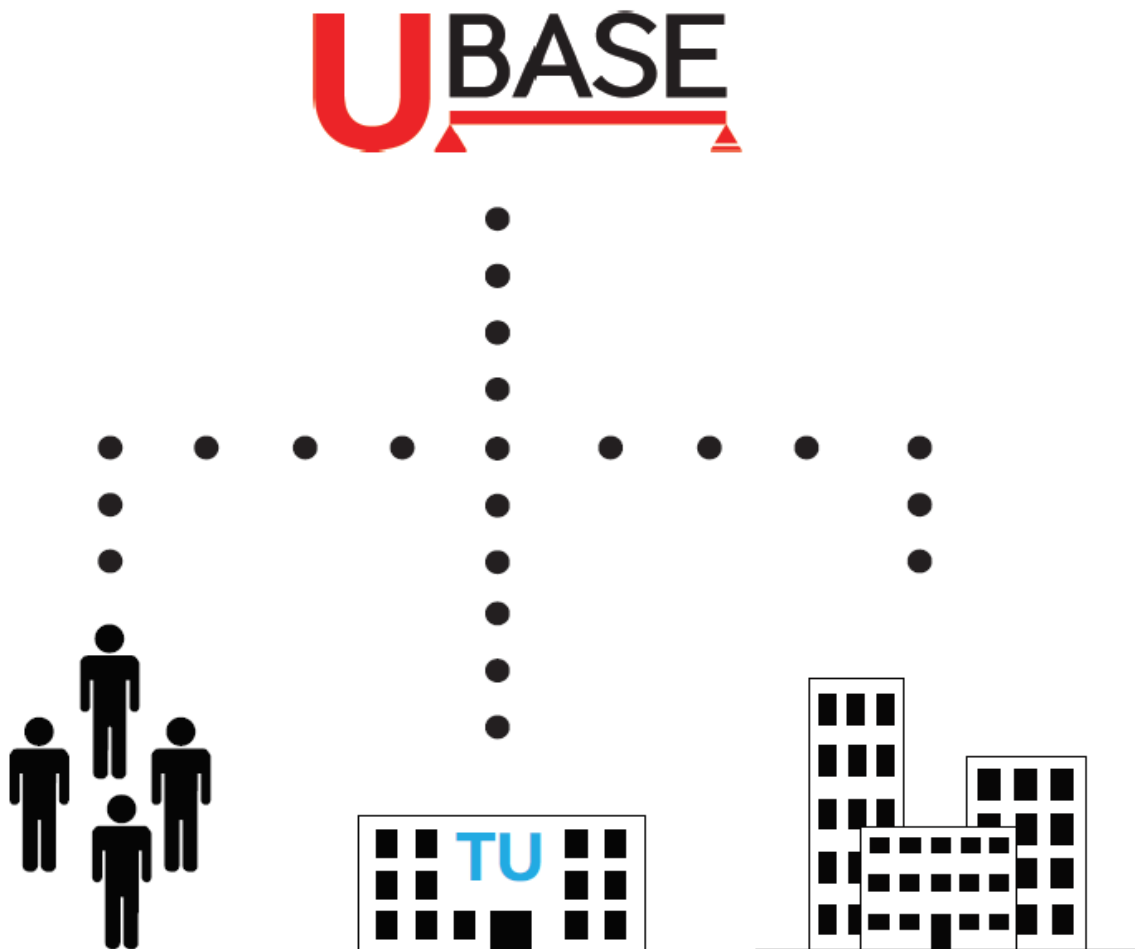


Privacy Statement



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2. Introduction

United Building and Structural Engineering Association (U-BASE) cares about your privacy. Only data that is needed to offer our services or improve our services is processed. This is done carefully by selected people only. We never distribute, sell or publish information for commercial purposes except for exceptions made in section 12. This privacy policy applies to the usage of all services offered by U-BASE.

This privacy policy describes which data is gathered, for what reasons and with whom this is shared with under what conditions. Also, we explain how we store data and what measures are being taken to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modifications. Also it is stated what rights you have with respect to your provided personal data.

U-BASE located at Stevinweg 1, is responsible for the processing of personal data of its members as depicted in this privacy statement. In this document one can find what data is being processed and for what purposes it will be stored. Furthermore, members can see their rights and how to contact us for questions, complaints or how to access your personal data.

If you have any questions regarding this privacy policy, please contact us.

3. Definition of members

U-BASE makes a distinction between the following participants:

- Members
- Alumni
- Donors

If you are either one above, this entire privacy policy is applicable to you. No distinction is made between terminology.

4. Overview of personal data

to article 5 of the “Uitvoeringswet Algemene verordening Gegevensbescherming” (AVG), one can only process data for certain goals. The goals for which U-BASE processes your personal data can be found in the table below. The processing purpose of the data U-BASE is using, is justified by legal Basis A from article 22, lid 2 of the AVG.

Below you can find an overview of what data we collect.

Personal data	Reason	Storage period
Basic personal data <ul style="list-style-type: none"> • Name • Initials • Gender • Date of birth • Nationality 	Being able to correctly address members. Some of this data can be anonymously used for statistics used to identify long-term trends. For example, ratio of Dutch and foreign members or average age of members. Data is also used to identify members making use of U-BASE services.	Subscription duration + 3 years
Address information <ul style="list-style-type: none"> • Address • Postal code • Place of residence • Country 	Being able to correctly contact members via mail. For example, to send periodic publications, postcards or further correspondence via mail.	Subscription duration + 3 years
Contact details <ul style="list-style-type: none"> • Email address • Phone number 	Being able to correctly contact members via digital services. For example, to familiarise members with activities or to spread information regarding a partner. After a member subscription period, an email with information regarding becoming an alumnus and/or friend will be sent.	Subscription duration + 3 years
TU Delft <ul style="list-style-type: none"> • Study number • Year of enrolment • Study program • Graduation topic 	Monitor whether members are still registered at the TU Delft. Study program is used anonymously for statistics and identification for relevant information. For example, ratio of different tracks of members or mailings regarding a certain study program only.	Subscription duration + 3 years
Financial data <ul style="list-style-type: none"> • IBAN number • BIC Code 	Financial data can be processed or shared with external parties for the purpose of collecting a direct debit, recognizing transactions or administrative purposes.	Subscription duration + 3 or the legal term of 7 years.

Table 1: Overview personal data and why we process this data

Besides this personal data U-BASE processes other data that have been voluntarily given with consent. UBASE keeps the right to ask for more personal data when activities or services require these. For example, if someone is vegetarian when there is an activity when food is served.

5. Storage period

U-BASE strives to not retain your personal data longer than is strictly necessary to realise the goals for which the data is collected. Retention periods can be found in the table I.

The subscription duration being used in table I is defined as the period starting from the moment of first enrolment to U-BASE until the unsubscription which the member will have send us via e-mail (section I4). Be aware that graduating members automatically become U-BASE alumni and will still be in our database. (see section 3). If you are a member, Alumnus or donor, you can always ask to terminate your subscription entirely via e-mail, which will end the subscription duration.

Exceptions on the storage period:

- The Dutch law states that financial information needs to be kept for at least 7 years. To comply we will store data regarding administration of finances (like name and IBAN) for 7 years or longer if you are still being a member/friend.
- The Euro-Incasso makes use of a Single Euro Payments Area (SEPA) automatic debits. The legal term to store this data (Name, IBAN, financial account details) needs to be stored for a minimum of 14 months after it has last been used.

6. How we secure personal data

U-BASE takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. We choose our partners that store or process carefully and sign a data processing agreement with them. Also, we manage accessibility carefully so your data can only be accessed by those with granted permission. Data may be shared with committee members if this is absolutely necessary for arranging events.

If you have the impression that your details are not properly secured or if there are indications of abuse, please contact us via info@u-base.org.

7. Where data is stored (Third parties)

We never distribute, sell or publish information for commercial purposes and only provide information to third parties if this is absolutely necessary for the execution of our services or to comply with a legal obligation. With companies that process your data in our name, we conclude a processor agreement.

Third parties we share information with are:

- Genkgo/Verenigenweb
- Google G Suite
- Yet Another Mail Merge
- ING
- E-boekhouden

Genko/Verenigenweb hosts our website. Our database is implemented in the website and therefore also stored on their servers. U-BASE always has access to its database via a back-end portal. U-BASE

uses Google's G Suite for a wide range of digital services like mail, cloud storage and calendars. Information not stored in the database on the website will be stored on Google's G Suite servers. "Yet Another Mail Merge" is being used for association wide mailings, which is an add-on on the G suite. ING is our bank and is used for financial transfers. E-Boekhouden is the bookkeeping software U-BASE makes use of to keep track of said financial transfers.

8. Your rights

Every member has the right to see, correct or delete any information U-BASE has about you. For the biggest part, you are able to do this by yourself via the website by logging in and changing information there. Members also have the right to retract permission given for the processing of information or to object to the processing of their personal data by U-BASE. Members also have the right of data portability. This means that the user can send a request to transmit the personal data the society has collected about the member, to the member, by means of a digital file.

If a member wants to utilise his right to object and/or right of data portability or has questions/remarks about the processing of data, contact us (details can be found under section 14)

In order to ensure that the request for access has been made by the same person, U-BASE requires the member to be properly identified as described in the AVG. U-BASE may never ask a copy of your identification for this means, but may ask you to show it. U-BASE will respond to your request as soon as possible, but in any case, within four weeks (holidays excluded).

By becoming a member you have the right to agree or disagree with the privacy statement. The agreement of the privacy statement is accommodated for people to agree with it. However, if you do not want to agree with the privacy statement, no negative consequences (eg. exclusion from membership or activities) may be in effect to a member. If you do not agree with the privacy statement, you will have to contact us for this (see section 14).

U-BASE would like to point out that you have the opportunity to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority. This can be done via the website of Autoriteit Persoonsgegevens.

9. Photos and videos

U-BASE takes pictures and videos for promotional goals. Photos or videos can be taken of you during events of U-BASE. By agreeing to our privacy policy, you agree with using pictures and/or videos of you that can be used for promotional purposes. If you want to have something removed, please contact UBASE via info@u-base.org.

10. Automatic decision-making

U-BASE does not make any decisions based on automatic processing of any form of personal information.

11. Special and sensitive data

U-BASE can process passport numbers and copies of passports, ID-card numbers and photos of ID-cards, food preferences and/or allergies in special cases. These rules can be found in the privacy policy for events in section 12.

U-BASE has no intent to collect data about website visitors or members that are younger than the age of 16, unless they have permission from a parent or guardian. However, U-BASE is not able to check if a visitor is older than 16. Therefore, U-BASE advises parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that U-BASE has collected personal information about a minor without permission, please contact us via info@u-base.org. U-BASE strives to delete this information in a reasonable amount of time but at least within four weeks (holidays excluded).

12. Organized events

A significant portion of the services provided by U-BASE, are provided by committees. To provide these services, the processing of extra personal data (additional to already known, general information) is often required. These services are divided into categories:

1. Activities
2. Career
3. Excursions
4. Publications

To use the above-listed services, extra processing of specific personal data is required. Extra obtained data will not be retained longer than necessary. U-BASE may ask, and only use the personal data (described per subject) if the participant has met 2 requirements:

- The member has agreed to the privacy policy of U-BASE
- The member has enlisted themselves for a service, which is subject to one of the four service categories mentioned above

12.1 Activities

For an activity, organised by U-BASE, the following personal data can be asked and processed (additional to already known, general information).

Personal Data	Reason
Health <ul style="list-style-type: none"> • Allergies • Use of medicine • Physical condition 	<ul style="list-style-type: none"> • Data concerning allergies can be processed by or shared with accommodations and food providing services. • Use of medicines and physical condition can be processed with the purpose of the safety of the participant.
General <ul style="list-style-type: none"> • Clothing sizes 	<ul style="list-style-type: none"> • Clothing sizes can be processed for the purposes of finding fitting clothes.

Table 2: Personal data collected during activities

12.2 Career

For a career event (event in which an external company is involved), organised by U-BASE, the following personal data can be asked and processed (additional to already known, general information) and shared with the party organizing the event.

Personal data	Reason
Registration <ul style="list-style-type: none"> • Motivation letter • CV 	<ul style="list-style-type: none"> • Registrations data can be processed or shared for the purpose of selection- and draw procedures with third parties.

Table 3: personal data collected during career events

12.3 Excursions

For an excursion (single-day or multiple-day), organised by U-BASE, the following personal data can be asked and processed (additional to general personal data) and shared with the party organizing the excursion.

Personal Data	Reason
Identification <ul style="list-style-type: none"> • Copy of document • Document Number • Date of issue • Date of expiry • Nationality • Full name • Date of birth • Place of birth • Sex • Signature 	<ul style="list-style-type: none"> • Passport data can be processed by or shared with travel services (e.g. airlines, tour operators), intermediates (e.g. travel agencies, ticket websites), (partner) companies (e.g. offices, construction sites, laboratories, factories) and/or accommodations for the purpose of providing travel, visa, accommodation and/or visiting a specific location. • Passport data can be processed by or shared with, in case of emergency (e.g. injuries, loss of original passport), with third parties (e.g. emergency services, hospital staff).
Insurance <ul style="list-style-type: none"> • Copy of (health) insurance card <ul style="list-style-type: none"> • Card number • ID number of institution <ul style="list-style-type: none"> • Expiry date • Full name 	<ul style="list-style-type: none"> • Insurance data can be processed by or shared with, in case of emergency (e.g. injuries), with third parties (e.g. emergency services, hospital staff).
Health <ul style="list-style-type: none"> • Allergies • Use of medicine • Physical condition 	<ul style="list-style-type: none"> • Data concerning allergies can be processed by or shared with accommodations and eateries. • Use of medicines and physical condition can be processed with the purpose of the safety of the participant
Registration <ul style="list-style-type: none"> • Motivation letter • CV 	<ul style="list-style-type: none"> • Registrations data can be processed or shared for the purpose of selection- and draw procedures.

Table 4: Personal data collected during excursions

12.4 Publications

For a publication, organised by the U-BASE, the following personal data can be asked and processed (additional to the standard personal data already asked in the privacy policy).

Personal Data	Reason
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<ul style="list-style-type: none"> • Photos and videos 	<ul style="list-style-type: none"> • Photos and videos can be processed by or shared with third parties for the purposes of promotion or delivering publications (printer, shipping company)
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Table 5: Personal data collected for publications

13. Website

13.1 Accounts

When you create an account with us, you must provide us information that is accurate, complete, and current at all times. You are responsible for safeguarding the password that you use to access the Service and for any activities or actions under your password, whether your password is with our Service or a third-party service. You agree not to disclose your password to any third party. You must notify us immediately upon becoming aware of any breach of security or unauthorized use of your account.

13.2 Links to other websites

Our Service may contain links to third-party web sites or services that are not owned or controlled by U-BASE. U-BASE has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third-party web sites or services. You further acknowledge and agree that U-BASE shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services.

We strongly advise you to read the terms and conditions and privacy policies of any third-party web sites or services that you visit.

13.3 Termination

We may terminate or suspend access to our Service immediately, without prior notice or liability, for any reason whatsoever.

Upon termination, your right to use the Service will immediately cease. If you wish to terminate your account, you may simply discontinue using the Service or request account deletion via info@u-base.org.

14. Changes to the privacy statement

U-BASE retains the right to change the privacy policy at any given time, without giving notice. Therefore, U-BASE advises people to check the privacy policy regularly. The most current version of the privacy statement will always be visible on www.U-BASE.org.

15. Changes

Date	Version	Changes
08-06-2020	June 2020	Added a chapter to track changes
18-12-2019	December 2019	Initial version

16. Contact details

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