**Sylvatica Privacy Policy**

This is the privacy policy of study association Sylvatica, located at Droevendaalsesteeg 2, room C113, Wageningen, signed into the Chamber of Commerce with the number 40122048.

The association highly values the protection of your personal data. This privacy policy aims to provide clear information on the way your data is being processed. We will take any necessary steps to maintain and secure your privacy and for that reason, we handle your personal data with the utmost care. The association will adhere to all relevant legislature concerning data management and protection, including the General Data Protection Regulation (Algemene Verorderning Gegevensbescherming) at all times. The president of Sylvatica is responsible for keeping this privacy policy up to date and the secretary is responsible for keeping the members’ database up to date.

**Responsible Party**

As Sylvatica, we are responsible for processing your personal data. In case you have any questions or remarks about the privacy policy or any other business and wish to contact us, we heartedly invite you to send an e-mail to wsbv.sylvatica@wur.nl.

**Data we process**

Sylvatica only processes your data if you make use of our services and/or if you voluntarily share this data with us.

If you sign up to be a member of Sylvatica, the following data will be stored:

* Membership type
* WUR account name
* First name
* Middle name(s)
* Last name
* E-mail address
* Address
* Postcode
* City of residence
* Country of residence
* IBAN number
* Start date membership
* Active committees
* Role within committees
* Hinkelnymf subscription status

This data will be stored in the Member Database provided and secured by the WUR. Only board members have access to this database. The secretary will manage the administration by adding new members, removing former members and adjusting data during membership. When data from new members is acquired via a physical application form, this form will be used to enter your personal data into the member system and then the form will be put in the archive where to only the secretary access has.

When you sign up via the website, your personal data is exported into the member system and thereafter deleted. Only the signed paper filled in to complete the sign-up is stored in the archive to which only the secretary has access. Furthermore, the website is secured by Really Simple SSL Pro.

**What we use this data for**

The members’ personal data will be used to:

* send the bi-weekly newsletter.

(e-mail address)

* collect membership contribution.

(IBAN number and email address)

* send messages to specific target groups.

(membership type, e-mail address, start date membership and active committees)

**Data collection periods**

Personal data of members will be kept for as long as they are a member.

**Third-party sharing**

Sylvatica exclusively shares data to third parties (processors) when this is required to continue providing our service to you or when legally obligated to.

Currently, these processors are:

* Wageningen University and Research. They receive names, WUR account name and registration number in order to provide a discount to members buying school supplies in the WURstore.
	+ A processor agreement has been signed to ensure fair and minimal data usage, maximizing both security and privacy.

All processors have agreed to:

* Never use personal data for personal purposes, but only to conform to the instructions of Sylvatica and to keep providing their service.
	+ Personal data may be used to meet legal requirements like court orders.
* Make sure appropriate technical and organizational measures are being taken to protect the data from loss or unlawful processing.

**Data breach protocol**

Sylvatica has an extensive script in case personal data is being processed or available for processing by unauthorized third parties.

In case of a data breach, the president will be responsible for handling the steps as described in the script, unless the nature of the breach demands otherwise.

**Changing the privacy policy**

Sylvatica will regularly renew this privacy policy to keep it up to date. The website will always contain the most recent version and the association recommends you to refer to this on a regular basis. In case of important changes, the association will notify its members via email.

**Viewing, changing or removing personal data**

You have and maintain the right to view, change or remove whatever personal data we may have collected or stored. Should you desire this, contact us via wsbv.sylvatica@wur.nl and we will respond as soon as possible. To make sure the request for processing the data is actually made by you, we ask you to send along a copy of your passport or other identification. We advise you to cross out your social service number (BSN) in this attachment.