

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 legislation concerning data management and protection, including the General Data Protection Regulation (Algemene Verordening 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 email 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
- date of birth
- address
- registration number
- e-mail address
- study
- gender
- IBAN number
- contribution preference
- start date membership
- termination date membership
- active committee

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 only the secretary has access to.

When you signed 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 signing up is stored in the archive to which only the secretary has access. Furthermore, the website is secured by sitelock. All board members are strictly forbidden to share this data with third parties and to keep this data on their personal computers for any longer than necessary solely for intern purposes, after which the data must be deleted immediately.

What we use this data for

The members' personal data will be used to:

- provide our members with a discount on their study materials in the WURstore.
- send the magazine Hinkelnymf.

(WUR account name, registration number, name, and address)

- send the weekly newsletter and wish our members a happy birthday.

(date of birth and e-mail address)

- collect membership contribution.

(contribution preference, IBAN number and email address)

- send messages to specific target groups.

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

- To check whether the member is of legal drinking age when attending activities that include alcoholic consumption.

(date of birth)

Data collection periods

Personal data of members will be kept for as long as they are a member and for a 5 year period afterward. The financial administration will be kept for 2 years.

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.

- o A processor agreement has been signed to ensure fair and minimal data usage, maximizing both security and privacy.
- Rocket Science Group LLC. Sylvatica uses their online platform MailChimp. They receive email addresses allowing ASSOCIATION to send the weekly newsletter and birthday mail.
- o MailChimp has a policy approved by TRUSTe guaranteeing the privacy of our members and the security of their personal data.

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.
- o Personal data may be used to meet legal requirements like court orders.
- Make sure appropriate technical and organisational 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 unauthorised 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 or the website.

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.