



# Privacy policy

Machiavelli, located at Nieuwe Achtergracht 166, 1018 WV Amsterdam, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

[www.svmachiavelli.nl](http://www.svmachiavelli.nl)

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## Personal data that we process

Machiavelli processes your personal data because you make use of our services and/or because you provide us with this data yourself.

Below you will find an overview of the personal data we process:

- First name and surname
- Gender
- Date of birth
- Address details
- (Mobile) telephone number
- E-mail address
- Bank account number
- Student number

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

- Passport details; this will only be asked for when you register yourself for a study trip, whether in the Netherlands or abroad. When asked for passport details, organizing the study trip has to be the goal of processing this information and permission to agree to process this information has to be explicitly asked.
- Race; your racial background might be evident to us if you upload a profile picture or you are identifiable in any other manner, e.g. a photograph taken at an event. Machiavelli is not interested in this data and will not use or share this data.

## Purpose and basis on which we process personal data

Machiavelli processes your personal data based on this data being required in the execution of an agreement, specifically the agreement that a person becomes a member of Machiavelli<sup>1</sup> for the purposes set out below:

- for keeping our membership administration;
- for processing your contribution payment, or any other payments to Machiavelli;
- for sending our newsletter;
- in order to be able to call or e-mail you if this is necessary in order to be able to carry out our services or comply with GGD requests for contact details of members to aid in contact-tracing efforts for combating the spread of SARS-CoV-2;
- to inform you about changes to our services, products, and activities;
- to give you the opportunity to create a 'My Machiavelli' account;
- for organizing study trips and other activities;
- to keep an alumni file and maintain contact with alumni;
- to send emails on behalf of companies or institutions targeting students.

<sup>1</sup> Richtlijn 95/46/EG art. 6

Uitvoeringswet Algemene verordening gegevensbescherming art. 22

## Retention periods of personal data

Machiavelli stores your personal data no longer than strictly necessary for their use in executing the membership agreement. Machiavelli stores your personal data to achieve the purposes for which your data is being used,

We use the following retention periods for the following (categories) of personal data:

Type of data	Storage period	Reason
Personalia	Until a member or alumnus/alumna deregisters and explicitly asks to have his or her data removed. *	<ul style="list-style-type: none"> <li>• For keeping a members' administration</li> <li>• For keeping an alumni file</li> <li>• To maintain a clear, correct and transparent financial administration in accordance with the legal obligations of the association.</li> </ul>
Address	Until a member or alumnus/alumna deregisters and explicitly asks to have his or her data removed. *	<ul style="list-style-type: none"> <li>• For keeping a members' administration and keeping in touch with members.</li> <li>• For keeping an alumni file</li> <li>• To maintain a clear, correct and transparent financial administration in accordance with the legal obligations of the association.</li> </ul>
Contact information	Until a member or alumnus/alumna deregisters and explicitly asks to have his or her data removed. *	<ul style="list-style-type: none"> <li>• For keeping a members' administration and keeping in touch</li> <li>• For keeping an alumni file</li> <li>• To maintain a clear, correct and transparent financial administration in accordance with the legal obligations of the association.</li> </ul>
Bank account numbers	Until a member or alumnus/alumna deregisters and explicitly asks to have his or her data removed. *	<ul style="list-style-type: none"> <li>• For charging your bank account to pay your dues to the association by way of SEPA direct debit.</li> <li>• To maintain a clear, correct and transparent financial administration in accordance with the legal obligations of the association.</li> </ul>
Passport information	For the time it takes to organize and take part in a study trip. When the study trip is over, the data will be deleted no longer than 4 (four) weeks after return.	<ul style="list-style-type: none"> <li>• To perform the normally required actions for organizing group travel. Such as booking of transportation, activities and accommodation</li> </ul>
Study-related personal data	Until a member or alumni deregisters and explicitly asks to have his or her data removed	<ul style="list-style-type: none"> <li>• For keeping a members' administration and keeping in touch with members and informing them about interesting study-related events.</li> </ul>



		<ul style="list-style-type: none"><li>• For complying with UvA rules and regulations governing membership requirements of study associations</li><li>• For keeping an alumni file</li></ul>
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\* Data may be retained for longer than this period if legal obligations require Machiavelli to do so.

## Sharing personal data with third parties

Machiavelli shares your personal data with various third parties if necessary, for the execution of the agreement and to comply with any legal obligations. With companies that process your data on our behalf, we sign a processing agreement to ensure the same level of security and confidentiality of your information. Machiavelli remains responsible for these processing operations. In addition, Machiavelli will provide your data to these parties. You can request viewing permission of these processing agreements by sending an email to [secretary@svmachiavelli.nl](mailto:secretary@svmachiavelli.nl).

There are employers with whom we organise 'inhouse days' and other educational or informative activities with the aim of introducing members to the labour market. Machiavelli may share your data with these employers. This will take the form of personal data shared with the aforementioned partners for candidate selection for this type of activity and as such only applies to members who apply to join such an activity. We only do this with your explicit permission. However, the right to participation in such an activity may be refused in cases in which you opt against sharing this information with these partners.

## Cookie Statement

A cookie is a small file of text that a website stores on the hard drive of your computer the moment you visit the site. The most important function of cookies is to distinguish users from one another. You encounter cookies a lot on websites where you must log in, as is the case in. We therefore also use cookies to make sure our website works properly. Every time you visit our website, we can read your preferences in the cookies. For example, your settings or your login details. Because of this, you do not have to do this every time, and this makes the website more user-friendly. Under the header 'overview cookies' found below you can see which cookies we place and for which purpose they are used.

## Overview Cookies

### 1. Functional Cookies

We place functional cookies in order for our website to work properly. No permission is required for placing these cookies. It concerns cookies that ensure that: preferences are stored; information is remembered when you go to another sub-page; login details are stored; it is remembered whether you have given permission for placing cookies; and the storage of data about your orders.

### 2. Google Analytics



Our website places a cookie from Google as part of the "Analytics" service. We use this service to keep track of and get reports on how visitors use the website. Google may provide this information to third parties if Google is legally required to do so or if these third parties process this information for Google. We cannot influence this. The information that Google collects is anonymized as much as possible. Your IP address is explicitly not given. The information is transferred to and stored by Google on servers in the United States. Google states to adhere to the Privacy Shield principles and is affiliated with the Privacy Shield program of the United States Department of Commerce. This means that there is an appropriate level of protection for the processing of any personal data.

### **3. Session tracking**

We use a cookie from New Relic, this is a 'session tracking cookie'. Using this cookie enables us to see which parts of the website you have viewed on your visit. We can adjust our service as much as possible to the surfing behaviour of our visitors. These cookies are automatically deleted when you close your web browser.

### **4. Social media buttons**

There are buttons incorporated within our website which can be used to promote ("like") or share webpages on social media such as Facebook, Instagram, LinkedIn or Twitter. These buttons work through means of pieces of code that come from these parties themselves. We cannot influence the placement of these cookies. Read the privacy statement of the relevant party to find out what they do with your (personal) data they process through these cookies. The information they collect is anonymised as much as possible. The information is transferred to and through Facebook, Instagram, LinkedIn, Twitter and is stored on servers in the United States. Facebook, Instagram, LinkedIn, Twitter state that they adhere to the Privacy Shield principles and are affiliated with the Privacy Shield Program of the United States Department of Commerce. This means that there is an appropriate level of protection for the processing of any personal data.

### **5. Deleting cookies**

You can opt-out of cookies by setting your internet browser up in such a way that it won't save cookies anymore. You can also delete any information which has been saved previously through the settings of your browser.

## **View, modify or delete data**

You have the right to view, modify or delete your personal data. You can do this (partly) yourself via the personal settings in your 'My Machiavelli' account. You also have the right to withdraw your consent to the processing of data or object to Machiavelli processing your data. You also have a right to data transfer. Data transfer means that you can hand in a request asking us to send your personal data in a computer file to you or an organization named by you. If you want to use your right to object and/or right to data transfer or if you have any other question about data processing, send a specified request to [secretary@svmachivelli.nl](mailto:secretary@svmachivelli.nl).

To make sure that the request for access is made by you, we will ask you to provide us with proof of identity (passport, identity card or drivers' license). Make sure you black out your photo, the MRZ (Machine Readable Zone, number sequence at the bottom of your identification document), the



document number and the BSN (Burger Service Nummer) or any comparable personal identification number. This is in order to protect your privacy. Machiavelli will respond to your request as soon as possible, but at least within four weeks after receiving the request.

Machiavelli would like to point out that you should have the possibility to lodge a complaint with the national supervisory authority on the processing of personal data ('Autoriteit Persoonsgegevens'). This can be done through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons>

## **How we secure personal data**

Machiavelli takes the protection and security of your personal data very seriously. We take fitting measures to prevent misuse, abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your information is not properly protected or if there are indications of abuse, misuse, loss, unauthorized access, unwanted disclosure and/or unauthorized modification, please contact us by sending an email to [secretary@svmachiavelli.nl](mailto:secretary@svmachiavelli.nl)