



Privacy statement SV Machiavelli

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

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Personal data processed by Machiavelli

SV Machiavelli processes your personal data if you make use of our services and/or if you yourself provide this data to us.

Below you find an overview of the types of personal data processed by us:

- First and last name
- Gender
- Date of birth
- Address
- E-mail address
- Bank account number (IBAN)
- Other study-related personal data actively given by you to us. For instance, when you make a profile on our site, any other correspondence and data given by you on the phone. For example, your UvA student number and courses.

Special and/or sensitive personal data processed by us

- Passport data; We will only require your passport data when you register yourself for a study trip. When organising such a trip we will explicitly ask you for this information and your permission to process this information.
- Race; We might know this if you upload a profile picture on our website. Study association Machiavelli is not interested in this information and won't do anything with it.

The purpose and fundamental principles applied in the processing of personal data

SV Machiavelli only uses your personal data if you give us explicit permission to do so¹. SV

¹ Guideline 95/46/EG art. 6: ' Uitvoeringswet Algemene verordening gegevensbescherming art. 22 '

Machiavelli uses that data for the purposes:

- To keep and maintain the members administration.
- To handle the payment of the member's contribution or other payments to SV Machiavelli
- To send out the monthly newsletter
- To email members in case that is needed to provide you the services we offer
- To inform members of changes to Machiavelli's services, products and activities.
- To organise study trips
- To keep record of and contact with Machiavelli's alumni
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The retention period of personal data

SV Machiavelli does not keep personal data longer than strictly necessary to realise the goals for which your personal data is collected. We keep the following retention periods for the following categories of personal data:

Type of data	Retention period	Reason
Personal details	Until a member or alumnus deregisters and indicates he/she wants his/her data deleted.	<ul style="list-style-type: none">- To keep member administration- To keep records of alumni
Address	Until a member or alumnus deregisters and indicates he/she wants his/her data deleted.	<ul style="list-style-type: none">- To keep member administration- To keep records of alumni
Contact details	Until a member or alumnus deregisters and indicates he/she wants his/her data deleted.	<ul style="list-style-type: none">- To keep member administration- To keep records of alumni

Bank account number	Until a member or alumnus deregisters and indicates he/she wants his/her data deleted.	To perform direct debit transactions to collect contribution
Passport data	During the organisation of the study trip and the study trip itself. After the trip, the data will be destroyed.	To perform the ordinary tasks necessary for organising a group trip. For example: booking transportation and accommodation for the trip.
Other study-related personal data	Until a member or alumnus deregisters and indicates he/she wants his/her data deleted.	<ul style="list-style-type: none"> - To keep member administration and to filter members to let them know how their study is going and inform them of activities relevant for their year and study direction. - To keep records of alumni

Sharing of personal data with third parties

SV Machiavelli shares your personal data with various third parties if this is necessary to fulfill the agreement and to comply with any legal commitments. We close a processing agreement with companies that process your data on commission to make sure they maintain the same level of security and confidentiality whilst processing your data. SV Machiavelli remains responsible for the processing of your data.

Cookie Statement

A cookie is a small file of text that a website puts 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 at websites where you must log in like ours. 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 heading 'overview cookies' 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 do not 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 US. Google states to adhere to the Privacy Shield principles and is affiliated with the Privacy Shield program of the US Department of Commerce. This means that there is an appropriate level of protection for processing 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 like Facebook, LinkedIn or Twitter. These buttons work through means of pieces of code that come from those parties themselves. By means of this code cookies are placed. We have no influence on that. 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 becomes transferred to and through Facebook and LinkedIn and is stored on servers in the United States. LinkedIn and Facebook state that they adhere to the Privacy Shield principles and are affiliated with the Privacy Shield program of the US Department of Commerce. This means that there is an appropriate level of protection for processing any personal data."

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.

See, collect or delete data

You have the right to view, correct or delete your personal data. You can do this yourself through the personal settings of your account. In addition, you have the right to withdraw any given consent to the processing of your data or to object to the processing of your personal data by SV Machiavelli. You also have the right to data portability. This means that you can submit a request to us to send you the personal data we have of you in a computer file to you or another person or organisation. If you want to use your right to objection and / or right to data portability or if you have other questions / comments about data processing, please send a specific request to secretary@svmachiavelli.nl. To make sure that the request for access has been made by you, we ask you for a copy of your identity document along with the request. Blacken your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Social Security Number. This is to protect your privacy. SV Machiavelli will respond as fast as possible, but at least within four weeks, to your request. SV Machiavelli also wants to point out that you have the opportunity to file a complaint with the national supervisor, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-gegevens/tip-ons>

How SV Machiavelli protect personal data

SV Machiavelli takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not secure or there are indications of abuse, please contact secretary@svmachiavelli.nl or voorzitter@svmachiavelli.nl.