

Privacy Statement of the MV

*Privacy policy of the Mijnbouwkundige Vereeniging
Adjusted on: 15-06-2018*

By the use of this privacy statement, the Mijnbouwkundige Vereeniging (hereafter referred to as 'MV') gives clarity on the way she collects, manages and processes personal data. In this document, all personal information we have, the purpose of storing this data, the rights you have regarding the data as well as who to contact for questions or information are depicted. The board of the Mijnbouwkundige Vereeniging will at all times be allowed to adjust the privacy policy. Members will be informed only when big adjustments are made to the privacy policy.

Anyone who wants to become a member of the Mijnbouwkundige Vereeniging will be asked by the board to provide the personal data which is needed for the association to contact her members. Personal data of members of the MV will be carefully processed and secured.

The MV respects the privacy of the users and visitors of her site and ensures that personal information which is entrusted to her is treated confidentially. The MV adheres to the laws and legal prescriptions of the Dutch privacy statements on personal information.

The MV is responsible for processing personal data. If you have questions or would like more information on our privacy statement after reading this document, you are always welcome to contact us:

Mijnbouwkundige Vereeniging
Stevinweg 1
2628CN Delft
Secretaris-MV@tudelft.nl
0031 (0) 15 278 6039



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1. Overview of personal data

In this section, you will find an overview of all personal data which is processed by the MV for students (section 1.1) and for Extraordinary Members of the MV (hereafter referred to as BLMV) (section 1.2).

1.1 Personal data of students

Personal data	Purpose	Storage period (*)
Basic personal data <ul style="list-style-type: none"> • Name • Gender • Title • Initials • Date of birth 	To be a member, the society needs to have your basic personal data, to correctly address her members.	This data will be stored indefinitely for historical importance. (**)
Address information <ul style="list-style-type: none"> • Address • Zipcode • Place of residence • Country 	On top of the basic information, the MV collects address information of her members to send the Natural Resource, post cards, reminders of contribution payments and other correspondence via post.	Study time + 3 years.
Contact details <ul style="list-style-type: none"> • Email address Optional <ul style="list-style-type: none"> • Phone numbers • Mobile phone numbers 	De associations uses email addresses to familiarise her members with her activities via the biweekly mailings and to spread additional information. A (mobile) phone number may be provided to improve contact between members and between the board and her members for extraordinary questions (such as committee members)	Study time + 3 years. For previous board members of the MV, an exception is made. Their contact details will be kept in the system even after 3 years. Otherwise, it is not possible to invite them to special events or to look them up for historic importance. Their contact data can be deleted upon request.
Tu Delft <ul style="list-style-type: none"> • Starting year • Year graduating • Master track 	The MV uses information on the phase and period of studying to send relevant and rightly directed information to students and thereby spam is reduced.	This data will be stored indefinitely for historical importance. (**)
Financiële gegevens <ul style="list-style-type: none"> • IBAN number • BIC Code • Kind of contribution (commonly automatic transaction) 	Financial data can be processed or shared with Exact (accounting program) for the purpose of performing direct debits or other events/payments.	Study time + 3 years.
Parental information	Parental information will only	Study time + 3 years.



(optional) <ul style="list-style-type: none"> Name Address Phone number 	be used in case of emergency.	
Additional information <ul style="list-style-type: none"> Membership of another (student) association (optional) Committees you participated in and possibly the function within the committee, as well as the year of participation (**) Membership of guilds of the MV (**) 	<p>Membership of other association is collected for statistical purposes.</p> <p>Committees you have participated in can be processed for recognition and for invitation of specific committees, even after the committee participation has finished. The same holds for guilds within the MV.</p>	Study time + 3 years.

*The additional 3 years of storage of data is the period of time during which the MV keeps your data. Each year, with a maximum of three years, the MV will contact you to ask you whether you would like to become BLMV. After three years of no response, all data will be deleted.

**This data can be stored indefinitely according to the law of archiving.

1.2 Personal data of BLMV

Tabel 2: Overview of personal data of BLMV		
Personal data	Purpose	Storage period
Basic personal data <ul style="list-style-type: none"> Name Gender Title Initials Date of birth Date of death (if known) 	To be a member, the society needs to have your basic personal data, to correctly address her members.	This data will be stored indefinitely for historical importance. (**)
Address information <ul style="list-style-type: none"> Address Zipcode Place of residence Country 	On top of the basic information, the MV collects address information of her members to send the Natural Resource, post cards, reminders of contribution payments and other correspondence via post.	Till the moment of unsubscribing from the MV or after 5 years of contribution overdue.
Contact details <ul style="list-style-type: none"> Email address Optional <ul style="list-style-type: none"> Phone numbers Mobile phone numbers 	<p>De associations uses email addresses to familiarise her members with her activities via the monthly mailings and to spread additional information.</p> <p>A (mobile) phone number may be provided to improve contact between members. Also, the MV can personally invite members to certain activities.</p>	Till the moment of unsubscribing from the MV or after 5 years of contribution overdue.



Tu Delft <ul style="list-style-type: none"> Starting year Year graduating Master track Year of promotion 	The MV uses information on the phase and period of studying to send relevant and rightly directed information to students and thereby spam is reduced.	This data will be stored indefinitely for historical importance. (**)
Financiële gegevens <ul style="list-style-type: none"> IBAN number BIC Code Kind of contribution (commonly automatic transaction) 	Financial data can be processed or shared with Exact (accounting program) for the purpose of performing direct debits or other events/payments.	Till the moment of unsubscribing from the MV or after 5 years of contribution overdue.
Additional information <ul style="list-style-type: none"> Membership of another (student) association (optional) Committees you participated in and possibly the function within the committee, as well as the year of participation (**) Membership of guilds of the MV (**) 	Membership of other association is collected for statistical purposes. Committees you have participated in can be processed for recognition and for invitation of specific committees, even after the committee participation has finished. The same holds for guilds within the MV.	Till the moment of unsubscribing from the MV or after 5 years of contribution overdue.
Carreer (Optional) <ul style="list-style-type: none"> Current employer Current function Address employer Company email 	This information can improve contact between members, students and alumni. It is also used to ask specific questions, for company presentations and company visits.	Till the moment of unsubscribing from the MV or after 5 years of contribution overdue.

1.3 Storage of data

The previously mentioned data can be found on the database of the Mijnbouwkundige Vereniging and is solely visible for members of the Mijnbouwkundige Vereniging. Members are not allowed to give data to a third party. Third parties which do take note of the personal data must use this confidentially (these parties include the accounting program or publishers).

1.4 Validity of data

By providing personal data with the MV or committees of the MV, you declare this data to be correct and complete. Personal data is stored via iidesk. Members and BLMV can log into this website and have access to their own data. When you notice mistakes or incomplete data, it is possible to adjust these. Personal data can be requested via Secretaris-MV@tudelft.nl.

1.5 Extraordinary personal data: Photos

As a member you agree with the making of photos at certain events you attended. As a committee member you agree with the making of the committee picture, which will be posted



on the public part of the website (if the committee member does not agree, then he/she can choose not to be a part of the picture).

Images depict ambiance and make the website, the Natural Resource and the yearbook more attractive. By using images, the MV desires to add extra value to certain information. Pictures are only used internally, for example on the photo page of the Natural Resource, for an article in the yearbook, on the website or in the newsletter. Pictures are not destined for further publication and/or multiplication. When you agree with the privacy statement, you agree on not distributing images.

1.5.1 Objections

In relation to the statements concerning violation of the portrait laws and/or violation of the privacy laws, photos on which a person is clearly recognizable can be deleted upon request of the person concerned. Such a request should be submitted by letter or mail, via Secretaris-MV@tudelft.nl. It is important to mention your name, the reason of objection as well as the specific activity during which the photo was taken and a description of the photo itself. The board will delete the photo and will write a reaction on letter or mail in response to the objection.

Photos of activities can be found on the website via <https://mijnmv.tudelft.nl/view/>. The credentials are similar to the ones for the database and can be requested via Secretaris-MV@tudelft.nl.

1.6 Extraordinary personal data: yearbook

Every year certain personal data of members is published in the yearbook. This concerns the following personal data.

Students:

- Name
- Gender
- Title
- Initials
- Starting year
- Email address
- Extraordinary personal data (photo)

BLMV:

- Name
- Gender
- Title
- Initials
- Starting year
- Email address
- Extra ordinary personal data (photo)



Personal data is published in the yearbook in order to search for yearlings and fellow students. The data which is published is a selection of data available on the database. The MV considers it of importance to publish this information in the yearbook.

When you agree with the privacy statement, you agree on not distributing the personal information published in the yearbook.

1.6.1 Objections

When you become a member of the MV you agree on the privacy statement and therefore with the publication of your personal data in the yearbook. Objections to the publication will lead to the cancellation of your membership.

2. Personal data for additional activities

For services organized by the MV, additional information (on top of the general personal data of tables 1 and 2) can be requested and processed. These additional services are covered by the following categories: Travels, publications, career and education. The information will be deleted after the event with a postponement of 3 months after the event.

You will find an overview of additional activities in table 3. The complete file of additional activities including purpose, legal basis, receivers, storage period, category data and category people concerned can be found in the processing register. This processing register can be given on request or can be found on the website.

2.1 Overview of data for additional activities

Table 3: Overview of data for additional activities

Personal data	Purpose	Storage period
<ul style="list-style-type: none"> • Passport • Document number 	<p>Passport data can be processed and shared with transport services (such as airlines or tour operators e.d.) for the purpose of organizing transportation.</p> <p>Passport data can be processed and shared with accommodation services for the purpose of organizing accommodation.</p> <p>Passport data can be processed and shared with intermediate services (such as ticket websites or travelling agencies e.d) for the purpose of organizing transportation and accommodations.</p>	Till the end of the concerning activity + 3 months
<ul style="list-style-type: none"> • Allergies/dietary wishes • Use of medicine • Physical condition • Clothing- and shoesizes 	<p>Allergies and dietary wishes can be processed or shared with accommodation services or restaurants.</p> <p>The use of medicine and the physical</p>	Till the end of the concerning activity + 3 months



	condition can be processed of shared in the purpose of safety. Clothing- and shoe sizes can be processed and shared in the purpose of having a correct dress code and in the purpose of safety.	
<ul style="list-style-type: none"> • Curriculum vitae • Motivation letter 	Career data and motivation letters van be processed and shared with companies in purpose of selection and drawing procedures.	Till the end of the concerning activity + 3 months
<ul style="list-style-type: none"> • Registration of presence at certain activities or meetings 	The presence of people for certain activities is registered to estimate the attendance. It is also processed to keep up with permissions and authorization of certain elections.	Till the end of the concerning activity + 3 months

2.2 Confidentiality statement

The data mentioned above is processed in a the processing register. For each category the people involved and the recipients are mentioned in this register. For travel or certain activities it is possible that committee members will receive the previously mentioned data. Committee members who receive this data, will sign a confidentiality statement and will agree with keeping this data secret and will agree on removing the data after the activity took place.

3. Security and exchange of data

The MV took suited technical, physical and organizational measures to protect personal data from loss or some form of unlawful processing. The MV shares your personal data with third parties only if this is necessary to provide current services. With companies who process your personal data, commissioned by the MV, we sign a processing contract or a similar contract in order to maintain a same level of security and confidentiality. These are the following companies:

IIDesk	Store and archive data (does not need a processing contract)
Alevo	Printing and sending card/letters
Exact	Accounting program which takes care of the financial administration (does not need a processing contract)
TU Delft	For keeping on track of bachelor students who have become master students or master students who are graduating soon.
Sponsit	Store contact data of sponsors (does not need a processing contract)

The publisher of the yearbook and Natural Resource can change every year. When a new publisher is contracted, a processing contract will be signed before the cooperation. This will also be done with other organizations who receive personal data for the benefit of the members of the MV.



4. Purposes and rights

4.1 Purposes of collecting personal data

Personal data are used for the following purposes:

- To keep you updated on activities and meetings (by means of the monthly newsletter: Barbara Mail or biweekly newsletter: Mining Mail).
- To send you the yearbook and the magazine, as well as convocations, contribution reminders or postal cards.
- Photos can be used internally, for example on the photo page of the Natural Resource or in the newsletter
- For historical value within the association

The complete overview of purposes can be found in the processing register. This register can be found on the website or you can request more information from the secretary.

4.2 Rights considering personal data

You have to following rights regarding your personal data:

- See through your personal data.
- Adapt or let the secretary adapt your personal data.
- Remove or let the secretary remove personal data and photos.
- Ask to provide your personal data to another organizations, which have been chosen by yourself.
- File complaints or request documents regarding personal data.
- To unsubscribe from the association, newsletter, yearbook and/or magazine.

5. Cookies

The Mijnbouwkundige Vereniging uses functional, analytical and tracking cookies. A cookie is a small text document which will be saved on the browser of your computer, tablet or smartphone after the first visit. The MV uses cookies purely with a technical functionality. These cookies make sure the website functions properly and that your preferred settings are remembered. These cookies are also used to optimize the website. You can resign from the cookies by setting your web browser in a mode in which it does not save cookies. Also, it is possible to delete information that was previously saved on your web browser via the settings of the browser.

6. Complaints

In case you have a complaint about the processing of your personal data you can contact the MV via the contact details mentioned in the introduction.

