

# Privacy policy KEI Foundation

This privacy policy explains how the KEI foundation handles your personal data: which data is collected and for which purposes the data is used. It also explains how to view, change or delete data. It is important that you are aware of the processing of the data and therefore we recommend you to read this privacy policy carefully.

## Responsible party for contact information

If there are any questions and/or requests about the processing of personal data, please contact:

KEI foundation  
Pelsterstraat 23  
9711 KH Groningen  
+31 (0) 50 363 8090

## The KEI foundation and personal data

The KEI foundation is an independent non-profit foundation, by and for students. The KEI foundation is responsible for the organisation of the annual introduction week for prospective students in Groningen of the Hanze University of Applied Sciences Groningen, University of Groningen, Academie Verloeskunde Groningen and Stenden University of Applied Sciences. The purpose of the KEI-week is to learn about your new student city and meeting new people. For this purpose, the KEI foundation receives multiple registrations from KEI-participants, KEI-leaders and other volunteers. The personal data that is collected with the registration is being used when you use our products and/or services.

This privacy policy applies to all the products and services the KEI foundation provides. When you make use of our products and/or services, you trust us with your personal data. By using our website, you automatically accept the privacy. Via our website we offer several products and services. Hereby personal data is processed. In some cases, we work together with other organisations or companies to provide our products and services. Personal data is therefore carefully processed and secured. The rules of privacy legislation are adhered. This means, for example, that:

- We clearly state for which purposes personal data is processed;
- We first ask explicitly for your permission to process your personal data when permission is needed;
- We limit the collection of personal data to the personal data that is needed;
- We do not share your personal data with third parties, unless this is necessary to provide the requested service or when we have your permission to do so;
- When we share your personal data, we make agreements with third parties to ensure that data is not being used for other purposes than needed;
- We take appropriate security measures to protect your personal data. These security measures are also requirements for third parties when these process personal data on behalf of the KEI foundation.

The KEI foundation is not responsible for privacy policies of other sites and resources.

## Usage of personal data

When registering at the KEI foundation for participants (KEI-loppers), KEI-leaders and/or crew members you give different pieces of information. These are mostly personal data. This personal data will be processed by us depending on which services you wish to use at the KEI foundation. In the general privacy declaration is broadly described which personal data the KEI foundation processes. The KEI foundation makes an effort to give an overview that is as complete as possible. The following categories of personal data are processed:

1. Name and address details: name, address, postal code, place of residence and country of origin;
2. Age details: age and date of birth;
3. Contact information; e-mail address and phone number;
4. Your gender;
5. Financial data; bank account number;
6. Account information of educational institution; student number and study;
7. Contact information of emergency contact; name and phone number.

## Purpose of processing personal data

We process your personal data for one or more of the following purposes. This is partly dependent on which services you use at the KEI foundation. In the general privacy declaration is broadly described for which purposes your data is processed.

The KEI foundation processes data in the context of:

- a. Participant (KEI-loppers) and KEI-leaders.
- b. Volunteers

#### **a. Participant (KEI-lopers) and KEI-leaders.**

The KEI foundation processes the personal data of registrations of participants and KEI-leaders for the following purposes:

1. Determining the identity of the participant and KEI-leaders
2. Recruiting new volunteers

#### **b. Volunteers**

The KEI foundation processes the personal data of volunteers for the following purposes:

1. Determining the identity of the participant and KEI-leaders
2. Recruiting new volunteers

#### **Processing principles**

The basis for the processing of the above described purposes is the consent given by you for the processing. You always have the possibility to retract your consent.

#### **Your rights**

On the grounds of the privacy legislation you have several rights. Your requests will be judged and finished within a month. When your request is complex or if you submit a lot of requests, this period is a maximum of three months.

Before the request is handled, it will be determined whether the request is submitted by an authorized person and whether the request is legitimate. For that purpose, your identification can be asked before the request will be handled.

You have the right to ask the KEI foundation to show you a digital overview of the about you processed personal data, the processing of it and the applicable retention periods. If you find that your personal data are incorrect or when you no longer want your data to be processed, you can ask to rectify your personal data or stop the processing of your personal data and delete it. When you have given permission for the processing of your personal data, you have the right to retract this permission. Using these rights is free of charge.

#### **Further processing and re-use of data**

It occurs that the KEI foundation saves your data and possibly processes it for re-use of the data. For example: you have registered as a participant in 2018. Then we save this data for possible recruitment of KEI-leaders in 2019. The KEI foundation will always take legal regulations into account and the personal data will only be processed in a way that is compatible with the purposes for which they have been gathered. The data will be saved for seven years and subsequently deleted.

#### **Cookies**

We collect data for research to get better insights into our visitors, such that we can align our services to this. This website makes use of "cookies" (text files that are placed on your computer) to analyse the website on how users use the website. The information generated by the cookie about the usage of the website can be stored on secured servers of the KEI foundation or third parties. We use this information to see how you use the website, to make reports about the website-activity and to offer other services related to website-activity and internet usage.

In most of the browsers the default is that cookies are accepted, but you can set your browser such that cookies are rejected or that you receive a notification when a cookie is sent. It is also possible that some functions or services do not function correctly, on our and other websites, when cookies are switched off in your browser.

#### **Third parties**

Within the organization of the KEI foundation your personal data are only processed by persons for whom this is strictly necessary. The KEI foundation collaborates with several parties for the execution of processes that process personal data (e.g: IT-suppliers or shipping companies). There are always written agreements with these "processors" in which careful and safe handling with personal data is guaranteed.

#### **Changes in the privacy policy**

This privacy policy was determined by the General Board on the 1st of May 2019. Afterwards it is published on the public website of the KEI foundation and the privacy policy applies from that moment on. The University of Groningen is allowed to change this privacy policy. Reasons can be: (changes in) laws and regulations, changes in the general privacy policy of the University of Groningen and advancement of technology. Of course, you will be notified of this.

**Questions and feedback**

If you believe that the provisions of this privacy statement are not being complied with or you have a complaint about the handling of your personal data for another reason, you can mail your complaint to: [info@keiweek.nk](mailto:info@keiweek.nk)

Besides the fact that you can come to the KEI foundation for questions, requests or complaints, you have the right to file a complaint with the supervisory authority. In the Netherlands this is the Dutch Data Protection Authority.