



Privacy regulations

Personal data is necessary for W.S.G. Isaac Newton for spreading information and organizing activities. W.S.G. Isaac Newton does its best to ensure the privacy of its members. This is done as follows.

Privacy Protection

1. W.S.G. Isaac Newton acts at all times in accordance with the General Data Protection Regulation (Algemene verordening gegevensbescherming). This means members have the right to request their own data and to adjust inaccuracies. Besides this the personal data will always be securely saved.
2. W.S.G. Isaac Newton publishes the following data of members on their information systems (television screen and touchscreen in the Newton room, in the app, on the website and in the website almanac):
 - a. Name
 - i. On the television screen when it is his/her birthday
 - ii. On the touchscreen under an activity he/she joined
 - iii. In the app
 - iv. In the website almanac
 - b. Gender
 - i. In the app
 - ii. In the website almanac
 - c. Birthday
 - i. On the television screen when it is his/her birthday
 - d. Photos
 - i. A profile photo in the website almanac
 1. A member needs to add the profile photo of him- or herself
 - ii. Photos of past events are visible on the website and on the television screen in the Newton room.
 1. Photos of drinks require a password.
 2. If requested this will be suppressed.
 - e. Other data
 - i. If preferred in the website almanac and in the app.
 1. Address(es)
 2. Phone number(s)
 3. Email address
 4. Birthday
 5. Other information
3. Access to the app and the website almanac requires a password. Data in the almanac and in the app can be hidden after the member requests to do so.
4. Data of members will not be provided to third parties except when:
 - a. The member, of whom this data is, has given written permission for this.
 - b. A legal regulation demands this.
 - c. It necessarily follows from the legal relation between W.S.G. Isaac Newton and the member in question.
 - d. It is necessary to conduct judicial procedures.
 - e. It is necessary to carry out an accountant control.
5. Personal data access can be requested by the board of W.S.G. Isaac Newton:
 - a. Tel: +31 53 489 25 31
 - b. Mail: bestuur@isaacnewton.utwente.nl
 - c. Post address: W.S.G. Isaac Newton, Horst C.030, Postbus 217, 7500 AE Enschede



Data storage

1. *W.S.G. Isaac Newton divides its members into several groups:*
 - a. *Members*
 - i. *Board*
 1. *Regular members who are currently participating in the board*
 - ii. *Former board*
 1. *Regular members who have participated in the board*
 - iii. *Active members*
 1. *Regular members who participate in one or more committees*
 - iv. *Non-active members*
 1. *Regular members who do not participate in a committee*
 - v. *Extraordinary members*
 1. *Members who do not study Mechanical Engineering or Sustainable Engineering Technology*
 - b. *Former members*
 - i. *Former board*
 1. *A person who is no longer studying but once was in the board of W.S.G. Isaac Newton*
 - ii. *Former members*
 1. *A person who is no longer a member of W.S.G. Isaac Newton*
2. *The following personal data is stored for general functioning:*
 - a. *First Name*
 - b. *Last name*
 - c. *Data of birth*
 - d. *Gender*
 - e. *E-mail*
 - f. *Phone number*
 - g. *Address*
 - h. *Bank account number (IBAN, BIC)*
 - i. *Nationality*
 - j. *IP address (only by Congressus and Almanapp)*
 - k. *Study:*
 - i. *Bachelor Mechanical Engineering*
 - ii. *Master Mechanical Engineering (1-year)*
 - iii. *Master Mechanical Engineering (2-year)*
 - iv. *Master Sustainable Energy Technology*
 - v. *Pre-master Mechanical Engineering*
 - vi. *Other study*
3. *The data of Members, as described in Data storage 1.a., is stored as long as the member is studying at the University of Twente for general functioning of the association.*
4. *The data of former members, as described in 1.b., being 2.a., 2.b., 2.c., 2.e. and 2.f., is stored for seven years unless the member requests otherwise.*
5. *The data of former members, as described in 1.b.ii., being 2.a., 2.b., 2.c., 2.e. and 2.f., can be stored indefinitely to be held in touch for future events if requested by the corresponding member*
6. *The data of former members, as described in 1.b.i., being 2.a., 2.b., 2.c., 2.e. and 2.f., is stored indefinitely to be held in touch for future events, unless requested otherwise by the corresponding member*



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7. The Member database is saved in the servers of Congressus, servers of Almanapp and on servers of W.S.G. Isaac Newton
 - a. The following people have access to these databases, and can process personal data.
 - i. Every member of the board
 - ii. The data protection officials. (functionarissen gegevensbescherming)
 - iii. Members of CompuCie (ICT committee)
 - iv. Congressus
 1. According to the processing agreement (verwerkingsovereenkomst) between W.S.G. Isaac Newton and Congressus.
 - v. Almanapp
 1. According to the processing agreement (verwerkingsovereenkomst) between W.S.G. Isaac Newton and Almanapp.

Processing of personal data by active members

1. W.S.G. Isaac Newton processes data and photos of anyone that currently is registered, or has been registered at W.S.G. Isaac Newton for:
 - a. Membership Administration
 - b. Executing agreements concluded with the specific member.
 - c. Administration for information about or participation of activities of W.S.G. Isaac Newton.
2. Any member of W.S.G. Isaac Newton who organizes an event has access to the first name, last name, email and phone number of members that participate in that event.
 - a. This data will be used to check if everyone is there, and if necessary to contact participants.
3. Active members at W.S.G. Isaac Newton, as far as possible, save documents relevant to committee work or other activities at W.S.G. Isaac Newton:
 - a. On the by W.S.G. Isaac Newton provided storage.
 - i. The Newton server
 - ii. If necessary on an external cloud
 - b. On the, with the board agreed, storage place.
4. Active members that manage the (information)systems of W.S.G. Isaac Newton only make use of their access to data of members when:
 - a. This is necessary for the proper functioning of these systems.
 - b. If the board of W.S.G. Isaac Newton requests this.
 - c. If the relevant member requests this.
5. In case of insufficient protection of the personal data by active members, the board of W.S.G. Isaac Newton can decide to take action. These may include, but are not limited, to:
 - a. Recover the caused damages.
 - b. Temporary or permanent denial to the digital systems of W.S.G. Isaac Newton
 - c. Ending memberships.
6. The board of W.S.G. Isaac Newton uses the email addresses of members to:
 - a. send mailings
 - i. Every month an association mail will be sent, with information about past and upcoming activities.
 - ii. Twice a year a career mail will be sent with information about vacancies and internships at companies as well as big events organised by companies.



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- iii. When a company requests it, a mailing will be sent with vacancies, internships or events at that company or organised by that company.
 - iv. If a member does not want to receive a certain mailing, he or she can sign out for that mailing via the newton website.
 - b. Make mailing lists for committees
 - i. Members of a committee are added to a mailing list of that committee.
 - ii. If they leave their committee they can ask the board to remove them from that mailing list.
 - c. Email a member personally about W.S.G. Isaac Newton related matters.
 7. The board of W.S.G. Isaac Newton uses the phone numbers of members to:
 - a. Make a Whatsapp group for an activity or committee the member signed up for.
 - i. The member can leave this Whatsapp group at any time.
 - b. Send a member a message about W.S.G. Isaac Newton related matters.
 - c. Call a member about W.S.G. Isaac Newton related matters.
 8. The board of W.S.G. Isaac Newton uses addresses of members to send them an annual Christmas card.
 9. The board of W.S.G. Isaac Newton uses the IBAN of members for automatic debt collections for:
 - a. The membership fee
 - b. Bought items in the Newtonshop.
 10. The board of W.S.G. Isaac Newton stores the nationality of members to keep track of the integration of international students within the study association.