



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 Personal Data Protection Act (Wet Bescherming Persoonsgegevens). 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 (i.e. television and website almanac)
 - a. Name
 - b. Birthday
 - c. Photo's
 - i. If requested this will be suppressed.
 - d. Other data
 - i. If preferred
 - ii. When preferred will only be accessible with a personal password
3. W.S.G. Isaac Newton processes data 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.
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
6. The Member database is saved in the servers of Congressus and if necessary on servers of W.S.G. Isaac Newton
 - a. The following people have access to these databases
 - i. Every member of the board
 - ii. Members of CompuCie (ICT committee)

Processing of personal data by active members

1. 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.
2. 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.
 3. 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.
 4. 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. Temporary or permanent denial to the digital systems of W.S.G. Isaac Newton
 - b. Ending memberships.
 - c. Recover the caused damages.

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 a member of W.S.G. Isaac Newton*
2. *W.S.G. Isaac Newton stores the following information for general functioning:*
 - a. *First Name*
 - b. *Last name*
 - c. *Data of birth*
 - d. *Gender*
 - e. *E-mail*
 - f. *Phonenumber*
 - g. *Adress*
 - h. *Bank account number (IBAN, BIC)*
 - i. *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*
 7. *All data is protected by:*
 - a. *Congressus*
 - i. *Following its own regulation*
 - b. *Newton server*
 - i. *Password protection*
 - c. *Almanapp, after choosing to use the mobile application*
 - i. *Following its own regulations*
 - d. *External clouds*
 - i. *Following its own regulations*