

# WDO Privacy statement

WDO handles personal information. We are keen to be clear and transparent about how we use that information. In this privacy statement, you can find answers to the most important questions about how WDO processes personal information. We comply with the conditions laid out in European privacy legislation, better known as the General Data Protection Regulation (GDPR). If you have any questions after reading this document, please contact the WDO board at [wdoleiden@gmail.com](mailto:wdoleiden@gmail.com).

WDO is an independent ethnological debating society. Even though we are independent, we do work closely with Itiwana (study association from Cultural Anthropology & Development Sociology). For example, this means that Itiwana members are automatically WDO members. This means that their personal information is stored by Itiwana, not by the WDO. Itiwana handles personal information with the same care as the WDO. The WDO also allows external members (members that don't come from Itiwana). Their information is stored in our own database.

## 1. What do we mean by personal information?

Personal information, or personal data, is information we receive from you that could identify you personally, such as your name, e-mail address, age or home address. When other people are given access to this information, they must treat it with care. Photos and videos are also considered to be personal information.

## 2. Whose personal information does WDO handle?

WDO handles the personal data of people who have used the registration form to register as a member of the association.

## 3. What personal information is processed?

WDO processes your personal data because you are a member of the association and use our services, and/or because you have provided this data to us directly. Below you can find an overview of the personal information we handle:

- First and last name
- Date of birth
- Address
- Telephone number
- E-mail address
- Bank account number
- Student number
- Year of study
- Study

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We handle this personal data for a variety of reasons and based on a variety of principles, including to process your payment (collecting your subscription fee), to send you our newsletter, to invite you to our Annual General Meetings and to call or email you when necessary to carry out our duties. If someone does not agree to provide the information we need for member administration, that person will not be able to become a member of WDO.

### *Photos and videos*

Photos and videos that are taken during WDO activities by members of Itiwana (see first page for explanation about Itiwana) are added to Itiwana's photo archive (Smugmug) and to be used to promote WDO and Itiwana. WDO has its own folder on this website with the password 'WDOmember2021'. If any participants object to the publication of certain images through channels associated with WDO, they must inform the WDO board of this in good time (wdoleiden@gmail.com). A selection of these photos will be posted to Itiwana's Flickr account, sorted by activity, and some will also be shared on our official Facebook page. These are only accessible for Itiwana members. Selected photos will also be printed out and displayed in the 'Itiwana Hok' (room SB-07). The archive of photos and videos is stored on university computers, on a secure drive to which only the current Itiwana committee, Leiden University IT managers and members of the Itiwana Study Association's Photo Committee have access.

### *Registering for activities*

When someone registers for a WDO activity, that person's first name, surname, e-mail and telephone number are recorded. Each registration for an activity is checked to see if participants need to provide additional information. The main reason for collecting this information is to keep members up to date about the details of the event and about any changes. The second reason is to keep track of the association's membership. Filling in the information again helps us to verify that the person in question is an actual Itiwana member. If additional information is required, the form will request participants' explicit permission.

## **4. Who has access to your information?**

WDO does not sell your data to third parties, and only provides this data to third parties when necessary to fulfil our agreement with you or to satisfy legal obligations. We conclude agreements with the companies that handle your data for us, to ensure a consistent level of security and confidentiality. WDO retains ultimate responsibility for this. Only the WDO board has access to your information.

WDO handles personal information using the following computer programmes or systems: *Members.itiwana.org*. The Itiwana Study Association stores your personal data in a programme called *members.itiwana.org*. The WDO keeps the records of its external members (non-Itiwana members) in an Excel file that only our secretary has access to. Data from previous years is stored in the Itiwana Study Association's physical archive.

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## 5. Social media

WDO is active on Facebook, Instagram and LinkedIn. If you take part in an activity, it is possible that photographs and videos featuring you as a WDO member will be shared on these platforms. If any participants object to the publication of certain images through these promotional channels, they must inform the WDO board of this in good time by email to [wdoleiden@gmail.com](mailto:wdoleiden@gmail.com).

**6. How long do we keep personal data?** WDO will not keep your personal data for longer than strictly necessary to achieve the objectives for which your data is collected. We adhere to the following storage periods for the following categories of personal data:

- Personal data obtained through online registration lists: this information is kept for a maximum of 1 year following the date of the activity.
- Proof of registration: proofs of registration – and therefore the personal information collected through registration lists – are stored in Itiwana's physical archive. If a member cancels his/her membership in good time, that member's personal data will be removed from PC Leden as of 1 November of the new academic year.
- Proof of deregistration: proofs of deregistration are kept for a maximum of 2 years following the date of deregistration.

**7. Sharing personal data with third parties** WDO does not sell your data to third parties, and only provides this data to third parties when necessary to fulfil our agreement with you or to satisfy legal obligations. We conclude agreements with the companies that handle your data for us, to ensure a consistent level of security and confidentiality. WDO retains ultimate responsibility for this.

## 8. Obligation to report data leaks

WDO is legally obliged to notify the Dutch Data Protection Authority immediately in the event of a serious data leak. If any of the leaked information was not properly encrypted, or if other factors mean that the data leak is likely to have consequences for the person concerned, the data leak must also be reported to the persons concerned.

## 9. Cookies, or comparable technologies, used by WDO

WDO does not use any cookies or comparable technologies.

## 10. Links

WDO website contains links to external sites. Please be aware that WDO cannot accept responsibility for the privacy policy of these other sites. We recommend that our users consider this when they leave our site, and we advise users to familiarise themselves with the privacy policies of all sites that collect identifying personal information. This privacy policy relates exclusively to information collected on this website.

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## 11. View, amend or delete information

You have the right to view, amend or delete your personal data. You also have the right to withdraw your permission for data processing or to object to WDO processing your personal data, and you have the right to data portability. This means that you can ask us to provide you, or another organisation you authorise, with the personal information we hold about you as a computer file. You can submit a request to view, amend, delete or transfer your personal information, or a notification of your withdrawal of permission or objection to our processing your personal information, by e-mail to [wdoleiden@gmail.com](mailto:wdoleiden@gmail.com). To be certain that you are the person who is making the request to view your data, we ask you to attach a copy of your proof of identity to the request. Please blank out your photograph, MRZ (machine readable zone: the strip with numbers at the bottom of the passport), passport number and social security number (BSN) to protect your privacy. We will respond to your request as soon as possible, and in all cases within four weeks. WDO would also like to inform you that you have the option to submit a complaint to the national watchdog, the Dutch Data Protection Authority (in Dutch: *Autoriteit Persoonsgegevens*).

You can do this by visiting the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons> (page in Dutch).

## 12. How we keep personal information secure

WDO takes the protection of your information seriously, and we take appropriate measures to prevent its abuse, loss, unauthorised access, undesirable publication and unauthorised alterations. If you believe that your information is not properly secured, or if you notice indications of abuse, please contact us by e-mail via [wdoleiden@gmail.com](mailto:wdoleiden@gmail.com).