

# Privacy Policy

The WSKOV wants to protect your personal information with great care. In this Privacy Policy we want to give clear and transparent information about how we deal with personal information. We will do everything to ensure your privacy and we will therefore deal with your personal information carefully. The WSKOV will obey the laws and regulations, under which the General Data Protection Regulation (GDPR). According to the GDPR, we will at least:

- Process your personal information according to the initiated purpose. These purposes are described in this Privacy Policy;
- Ask your explicit permission to process your personal information when needed;
- Take technical and organisational measures to ensure the safety of your personal information;
- Not give any personal information to other parties, unless this is needed to fulfil the initiated purpose;
- Respect your rights regarding your personal information and inform you about them.

As the WSKOV we are responsible for processing your personal information. When you have questions after reading our Privacy Policy or in general, please contact us. Our contact details are mentioned below.

Wageningen Student Choir and Orchestra Association (WSKOV)  
Generaal Foulkesweg 1A  
6703 BG Wageningen  
[wskov@wur.nl](mailto:wskov@wur.nl)  
+31 6 12840699  
CC-number (Chamber of Commerce): 40120680

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## Processing personal information of association members

Association members are members who filled in and signed a membership agreement for the current season. Personal information of association members is processed by the WSKOV for the purpose of:

- Administrative purposes;
- The implementation of the membership agreement.

The foundation for this personal information is:

- A membership agreement;

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- Name;
- Address;
- Residence;
- Telephone number;
- E-mail address;
- Gender;
- Data of birth;
- Student/non-student;
- Instrument or voicegroup;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; and afterwards the financial administration will always be stored for 7 years.
- See 'Processing personal information of old members' for more information.

## Processing personal information of newsletter subscribers

Newsletter subscribers are association members who didn't unsubscribe for receiving the newsletter. Personal information of newsletter subscribers is processed by the WSKOV for the purpose of:

- Informing people by means of news.

The foundation for this personal information is:

- A membership agreement;

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- E-mail address.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; and haven't signed out for the newsletter during their membership period.

## Processing personal information of room users

Room users are people who filled in and signed a room user agreement for the current season. Personal information of room users is processed by the WSKOV for the purpose of:

- Administrative purposes.

The foundation for this personal information is:

- Room user agreement;

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- E-mail address;
- WSKOV member/non-member;
- Student/non-student;
- Personal photo;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; and afterwards the financial administration will always be stored for 7 years.

## Processing personal information of old members

Old members are members who didn't fill in and signed the membership agreement for the current season but have been a member in the past. Personal information of old members is processed by the WSKOV for the purpose of:

- Administrative purposes;
- Lustrum activities;
- Potential member of the Advisory Board.

The foundation for this personal information is:

- A membership agreement;

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- E-mail address;
- Membership period;
- Instrument or voicegroup;
- Board or committee function;
- Gender.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- After termination of the membership, the personal information will be stored, because of abovementioned reasons, unless old members ask the WSKOV to destroy the information. Old members have the right to reject the request after which the WSKOV must destroy the personal information.

## Processing of personal information of benefactors

Benefactors are people who filled in and signed a benefactor agreement and didn't terminate being a benefactor. Personal information of benefactors is processed by the WSKOV for the purpose of:

- Administrative purposes;
- Informing, like via the WSKOV journal.

The foundation for this personal information is:

- Benefactor agreement.

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- Residence
- E-mail address;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; and afterwards the financial administration will always be stored for 7 years.

## Processing personal information of guest players

Guest players are musicians who are not a current member of the WSKOV and are approached by the WSKOV to become a guest player. Personal information of guest players is processed by the WSKOV for the purpose of:

- Administrative purposes;
- Approaching potential guest player for concerts.

The foundation for this personal information is:

- Guest player agreement.

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- Residence
- E-mail address;
- Instrument;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; the personal information of guest players will be stored. When the agreement terminates, the WSKOV will ask permission to store their personal information in order to approach them next time when a guest player is needed. Financial administration will always be stored for 7 years.



## Processing personal information of conductors

Conductors are people who filled in and signed the conductors agreement. Personal information of conductors is processed by the WSKOV for the purpose of:

- Administrative purposes.

The foundation for this personal information is:

- Conductor agreement.

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- Residence
- E-mail address;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; the personal information of conductors will be stored. When the conductor leaves, the WSKOV will ask permission to store their personal information in order to approach them when a conductor is needed. Financial administration will always be stored for 7 years.

## Processing personal information of soloists

Soloists are persons who filled in and signed a soloist agreement. Personal information of soloists is processed by the WSKOV for the purpose of:

- Administrative purposes.

The foundation for this personal information is:

- Soloist agreement.

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- Residence
- E-mail address;
- Instrument of zanggroep;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; the personal information of soloists will be stored. When the agreement terminates, the WSKOV will ask permission to store their personal information in order to approach them next time when a soloist is needed. Financial administration will always be stored for 7 years.

## Processing personal information of tutors

Tutors are persons who filled in and signed a tutors agreement. Personal information of tutors is processed by the WSKOV for the purpose of:

- Administrative purposes.

The foundation for this personal information is:

- Tutors agreement.

For the above-mentioned objectives, the WSKOV can ask the following personal information:

- First name;
- Insertion;
- Surname;
- Telephone number;
- Address;
- ZIP code;
- Residence
- E-mail address;
- IBAN/payment details.

Your personal information is stored by the WSKOV for the purpose of the above-mentioned processing for the period:

- During the period of the agreement; the personal information of tutors will be stored. When the agreement terminates, the WSKOV will ask permission to store their personal information in order to approach them next time when a soloist is needed. Financial administration will always be stored for 7 years.

## Provision to third parties

The personal information which you give us, can be provisioned to third parties when the WSKOV thinks this is necessary in order to fulfil the above-mentioned purposes.

We use third parties for:

- Taking care of financial administration;
- Taking care of member administration;
- Taking care of room user administration;
- Taking care of newsletters.

We never give personal information to third parties when there are no processing agreements filled in and signed. Within the negotiations between us and the third party, we will always do the best in our power to protect your privacy. Furthermore, we will not give your personal information to other parties, unless this is legally required and permitted. An example of this may be a police investigation at which we are obliged to give personal information when requested. We will only share personal information with third parties when you give us written permission for this.

## Outside the EU

We do not share personal information with parties settled outside of the EU.

## Minors

We only process personal information of minors (people younger than 16 years) when written permission is given by a parent, caretaker or legal representative.

## Storage period

The WSKOV stores personal information no longer than necessary for the purpose for which the personal information is provided or required by law.

## Protection

We took appropriate technical and organisational measures to protect your personal information against unlawful processing. We took for example the following measures:

- Everyone who can get acquainted with your personal information on behalf of the WSKOV (like committees), has signed a declaration of confidentiality. Because of this the board can secure your personal information;
- We use a username and password policy on all our systems;
- We pseudonymize and use encryption of personal information when there is a reason for that. An example of a reason would be making encrypting names in minutes when the concerning person(s) asks us to;
- We make back-ups of personal information in order to restore them, when physical or technical incidents occur;
- We test and evaluate the measures regularly;
- Our association members are informed about the importance of protecting personal information.

## Personal information rights

You have the right to inspect, rectify or delete the personal information which is given to us. Besides you can object to the processing of personal information (or a part of it) by us or by one of our processors. You also have the right to transfer the provided personal information to yourself or to another party when you tell us to. We can ask you to legitimize before we can respond to the aforementioned requests.

When we have the permission to process your personal information, you can always withdraw this right. You can do this by contacting us. At the end of this page you find our contact details.

## Complaints

When there are complaints about the processing of your personal information, we ask you to contact us immediately. At the end of this page you can find our contact details. We hope we can come together with a solution. It would be horrible if we cannot solve the problem together. You always have the right to submit your complaint to the Data Protection Authority, this is the supervisory authority in the field of privacy protection.

## Questions

When you have questions or remarks about the Privacy Policy, please contact us! You can find our contact details below.

## Contact details

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