

The Motorsportgroep van de Universiteit Twente, indicated hereafter as the MSG, situated at the Drienerlolaan 5, 7522 NB in Enschede, is responsible for processing of personal details as indicated in the following privacy statement.

**Contact details:**

<http://msg.utwente.nl/>

[bestuur@msg.utwente.nl](mailto:bestuur@msg.utwente.nl)

Drienerlolaan 5, 7522 NB Enschede

**For non-members:**

**Promotional**

If your data has been collected through an event, open day or any other way of (online) recruitment, this data is managed by the secretary. This data is kept to be used for promotional purposes. At any time you are free to indicate that you do not wish to be contacted by the MSG and request the data be removed. If you have second thoughts after signing the waiver which allows the MSG to use imagery on which you are depicted, you can file a request with the current board. After which we will look for a fitting solution together.

**For members:**

**Personal details which we process**

The Motorsportgroep van de Universiteit Twente processes your personal details as you are registering as a member and/or because you provide us with these details yourself.

Listed below are the personal details which we process:

- First- and last name
- Gender
- Date of Birth
- Address details
- Telephone number
- Student- or employee-number
- Email address
- Miscellaneous personal details which you actively provide. For example by creating a profile on our webpage, in correspondence or by telephone.
- Bank account number
- Imagery which might contain a representation of you.

## Special and/or sensitive personal details we collect

The MSG does not collect and/or process any sensitive personal details.

## Purposes for which we collect your personal details

The MSG uses your personal details for the following purposes:

- Handling of financial matters like automatic debit of membership fees and other costs made at the association.
- Handling of matters concerning the UnionCard or association fee.
- Distribution of our newsletter and emails containing important information.
- To be able to call or email you in case this is necessary for handling certain matters not mentioned above.
- To enable you to create an account for the MSG website.
- For promotional ends e.g. posters, flyers, social media etcetera.
  - NB: It is possible that you might be depicted in promotional outings. Care is taken to thoroughly check this. Imagery can always be taken down upon request.

## Retention of personal details

The MSG does not retain your personal details longer than necessary to achieve the ends to which they are collected. We maintain the following retention periods for the following (categories of) personal details after cancellation of your membership:

Data type	Retention period
<ul style="list-style-type: none"><li>● First- and last name</li><li>● Gender</li><li>● Date of Birth</li><li>● Address details</li><li>● Telephone number</li><li>● Student- or employee number</li><li>● Email address</li><li>● Miscellaneous personal details</li><li>● Bank account number</li></ul>	As long as is needed for handling cancellation of membership with a maximum period of 12 months.
Imagery which might contain a representation of you	For an undetermined period unless an explicit request for deletion of said material is filed.
Data on the UT-LIST mailserver	As specified by the UT
Data on the GSuite server and other google services	As specified by Google's Data Retention Policy

## Sharing of personal details with third parties

The MSG only provides third parties with your personal details whenever this is required for execution of our agreement with you or if lawfully required to do so.

The only exception being several basic details which are shared within the member list to improve communication between members. This concerns the following details:

- First- and last name
- Date of Birth
- Address details
- Email address
- Telephone number

Sharing of these details can be enabled or disabled on the website under *Leden* → *Mijn gegevens* by using the “*Publicatie gegevens*” slider.

## External services

To enable members to communicate amongst one another the MSG uses a Mailinglist and a WhatsApp-group. Members are free to join (one of) these if they do so desire.

Communication which happens through these services is outside jurisdiction of the MSG.

As such, this also applies to any personal details or other data which is sent or shared through these services. The Mailinglist and WhatsApp are managed by the UT and Facebook, respectively.

## Website

### Cookies

The MSG only uses technical, functional and analytical cookies which do not invade your privacy. A cookie is a small text file which is saved to your computer, tablet or smartphone. The cookies we use are necessary for proper functioning of our website. This concerns the member list and the member login system.

Without logging in, the website will not store any cookies and any public section of the website will function normally. You can turn off cookies by setting up your browser to not store cookies. You can also delete any data which was previously stored by your browser in its settings.

## **Anonymised data collection**

Our website collects anonymised data through Google Analytics. Aggregated and anonymised collection of this data has been implemented on the 9th of May 2018. This means that the data we collect is not traceable to you and is not usable by any third party. This data grants us insight into the amount of visitors we get and which pages they visit. This enables us to improve the services offered by the MSG and enables us to more effectively recruit sponsors.

## **Webcam**

The hok is equipped with a webcam which can be used by members to check if people are present in the hok. There is one physical warning present concerning the webcam. Data recorded by the webcam are not stored and are purely used for indicative purposes. Imagery from the webcam can only be viewed by logging in on the MSG website. As such, third parties do not have access to said imagery.

## **Accessing, editing and deleting data**

You have the right to access, edit and delete your personal details. You can do so yourself through the settings of your account, in the member list under “Mijn gegevens”. You also have the right to revoke any permissions concerning or object to the processing of personal details by the association. You also have the right to request transfer of data to any third party you specify.

This means that you can request the MSG to provide you or any third party with a computer file containing the personal details we keep in our database.

If you would like to invoke any of the above rights or if you have any other questions or remarks about our data processing, please send a fully specified request to [bestuur@msg.utwente.nl](mailto:bestuur@msg.utwente.nl) or [secretaris@msg.utwente.nl](mailto:secretaris@msg.utwente.nl).

To make sure that the request to access or modify your personal details was done by you, we request you provide us with a copy of your ID. In this copy, please black out the MRZ (Machine Readable Zone, the strip of numbers at the bottom of the ID), the ID or passport number and your social security number to protect your privacy.

We will respond to your request as quickly as possible, but at least within four weeks.

We would also like to point out the possibility of filing a complaint with the national Authority concerning Personal Details. This can be done through the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## **Unsubscription**

Would you like to unsubscribe from the MSG? This can be done by sending the secretary an email at [secretaris@msg.utwente.nl](mailto:secretaris@msg.utwente.nl). You will then be unsubscribed and asked if you want to be subscribed to the alumni-database. Agreeing to this means the MSG will keep the following data:

- First- and Last name
- Address details

- Email address

If you indicate that you wish to be fully unsubscribed, the MSG will keep your data according to the Retention periods specified earlier. But only if this is necessary for the handling of any unfinished financial or other matters.

## **Security of personal details**

The MSG treats the protection of your personal details seriously and will take action to prevent misuse, loss, unsolicited access, unwanted publishing and unsolicited modification. An example is the SSL encryption used by the website, as indicated by the SSL-certificate. If you have the idea that your data is not secured properly, or if there is any indication of misuse, please contact the board through [bestuur@msg.utwente.nl](mailto:bestuur@msg.utwente.nl) or [secretaris@msg.utwente.nl](mailto:secretaris@msg.utwente.nl).

In case of a data leak we will report to our members as soon as possible. If the nature of the leak is such that it is required, we will also report the leak to the Police. The situation will always be kept as transparent as possible and communicated as clearly as possible to the members.