

## **PRIVACY POLICY**

This privacy policy sets out how EBF – Economics and Business Faculty Association Groningen – uses and protects any information that you give EBF when you use this website. EBF is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. EBF may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

## **INFORMATION**

EBF documents the information you give us about yourself when you become a member. We may collect the following information: personal information (name, date of birth, gender), contact information (email address, mobile phone, street name and number, postal code, city) and student information (student number, study and study year) and banking information (bank account number, bank account holder, bank city, BIC number). Details submitted by you are then under the responsibility of EBF. We require this information to understand your needs and provide you with a better service, and in particular for the following reasons: internal record keeping, collecting payments for our services and annual payment of our membership fee, improving our products and services, periodically sending newsletters, career information and sending text messages for promotion reasons. We may use the information to customize the website according to your interests. When subscribing for certain events that the EBF organises we may ask for additional personal information, this will only be the case when this information is necessary for the event and will only be used for this event, examples of this include allergies/diet wishes. The board of the EBF will make sure that no unnecessary information will be asked from you. When subscribing for services of the EBF, the EBF preserves the rights to provide the participations list with necessary information to the organising committee.

## **USAGE OF DATA**

During your membership the provided information will be used as this is described as in the policy above.

We will use your data for the services mentioned above for the duration of your studies or until you unsubscribed from the EBF Membership. After this we only use your data for internal record keeping. In the case you were an EBF Active Member, you will become an alumni of the EBF. In this case your information will be used for alumni services, such as receiving alumni newsletter and receiving invitations for alumni socials. In case you want to unsubscribe from the EBF Alumni, you can send an e-mail to [info@ebfgroningen.nl](mailto:info@ebfgroningen.nl).

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. The EBF Board will make sure that your information will not be used or shared inappropriately. If you have the idea that your personal information is not used correctly, please contact the EBF

Board. In case of any extreme data leakages the EBF Board will contact the privacy security authorities within 72 hours conform to the law and the people involved will be contacted.

### **SHARING WITH THIRD PARTIES**

The EBF share your personal information with any third parties unless this is necessary for providing our services. With these third parties the EBF will close processing agreements to ensure your information will not be used for other means and is protected. The EBF will still be responsible for processing your information.

The EBF also shares the student numbers of their members with the Economics and Business Faculty to ensure that all the EBF Members are also student of the Economics and Business Faculty.

### **DELETING PERSONAL INFORMATION**

As a member of the EBF you always the right to check your personal information, to alter it or delete it. Checking or changing your information can be done by logging into the website. If you want to have any information deleted, contact the EBF Board by sending an email to [info@ebfgroningen.nl](mailto:info@ebfgroningen.nl). In case you want all your information removed, it is impossible to remain a member of the EBF and we will terminate your membership at the EBF.

### **PICTURES/ VIDEOS**

During EBF Events it is possible that pictures and videos will be made. Pictures can be posted on the EBF Facebook or posted in the Facebook event of the EBF Event or posted on the EBF Website. Regarding videos, these materials can be used for after/information/promotion EBF Movies. In case you want to remove these pictures/ video material of yourself, you can contact the EBF Board.

### **QUESTIONS**

If you have further questions about our Privacy Policy you can contact us at [info@ebfgroningen.nl](mailto:info@ebfgroningen.nl)