



**PRIVACY POLICY**  
**VERSION 2018-2019**

## INTRODUCTION

Hereby Association for Students Studying Economics and management in Tilburg, hereafter referred to as ASSET, wants to inform you about its privacy policy on storing, using and protecting your personal data. By becoming a member, you agree to the collection and use of information in relation with this policy. ASSET does not use the collected data for other purposes than those described in this privacy policy, unless written permission is given. ASSET is committed to ensuring data protection according to the current General Data Protection Regulation ("GDPR") law.

## CONTACT INFORMATION

Study		Association		Asset
Tilburg				University
Room				E112
Warandelaan	2,		Tilburg,	Noord-Brabant
5037	AB		The	Netherlands
+31	(0)13		466	2991
www.asset-tilburg.nl				
info@asset-tilburg.nl				

## COLLECTION OF PERSONAL INFORMATION

### WHAT PERSONAL INFORMATION IS COLLECTED

ASSET collects and documents your personal information upon your registration to become a member. Your personal information consists out of two parts: mandatory and other personal information. Mandatory personal information involves the information which you provide during your registration as a member of ASSET: contact details, student details, study interests and bank details. Other personal information can be requested by ASSET to register for an event. Your Curriculum Vitae and/ or motivation letter can be requested when you want to register for a career event. Your ID/ passport and medicine can be requested when you want to register for a study trip. Your allergies and food preferences can be requested when you want to register for an event in which food or snacks are included.

### WHERE IS PERSONAL INFORMATION USED FOR

Personal information is saved for the following reasons: internal record keeping, communicating relevant information or promotional emails regarding the events of ASSET and improving our services. We only store your student details for internal record keeping and to verify whether you follow one of the study programs at the Tilburg School of Economics and Management (TiSEM). We only store your bank details in order to collect the payment of the annual membership fee. When applying to one of our career events with resume selection, you agree that ASSET stores your Curriculum Vitae and/ or motivation letter for that particular event. ASSET is solely responsible for a safe transfer of your Curriculum Vitae and/ or motivation letter for a particular event to the corresponding

recipient. When your Curriculum Vitae and/ or motivation letter is sent to the particular recipient, we oblige them to delete your Curriculum Vitae and/ or motivation letter within 5 working days after the event took place.

WHO HAS ACCESS TO YOUR PERSONAL INFORMATION

The General Board and all secretaries of the department boards have access to the data of all members. The other department board members only have access to the members who have indicated interest to the department concerned. The department board members also have access to registrations of the relevant department events.

Furthermore, active committee members of ASSET can get your name, email address and/ or Curriculum Vitae through the board of the respective department if they need it for the organization of a formal event or a study trip. Some committees also can get additional personal information, with permission of the board of ASSET and if it is necessary to organize an event.

The administrators of the membership administration system are the Secretary of ASSET and all secretaries of the departments. They ensure that the member administration system remains a safe, supportive and productive information system at all times. The administrator ensures that the rules concerning the CRM system are observed.

REGISTRATION FORM

Below, you find a list of the personal information which is collected via any registration form on the website. Furthermore, the purpose of collecting this information is explained. This personal information is necessary in order to make use of the services of the association. After filling in the subscription form of ASSET your personal information details will be saved in the member database of ASSET. In table 1, the different mandatory personal information and the purposes of this data are explained.

<b>Mandatory personal information:</b>	<b>Purpose:</b>
ANR	To create an unique ID within the ASSET database
Student Number	To create an unique ID within the ASSET database
Initials, first name, prefix and last name	To make a distinction between members and to address people correctly
Gender	To address people correctly
Date of birth	To determine if a member is younger or older than 18, which is important for the law/ to send a birthday card to active members

Nationality	To determine in which language we approach our members prior to and during events
Address info	For sending documents, such as magazines and information about the Economic Business Week Tilburg and birthday cards for active members
University e-mail address	To get and stay in touch in case of announcements, to send the newsletter with relevant information for the members
Non university e-mail address	To get and stay in touch in case of announcements, to send the newsletter with relevant information for the members
(Mobile) phone number	To get in touch in case of emergency, and to clarify ambiguities and/ or questions
First year of study	To make a distinction between different years of study for certain events
Study phase	To make a distinction between different years of study for certain events
Bank details (Country of bank, name of bank IBAN)	To withdraw the annual membership fee via automatic collection and to withdraw activity fees via automatic collection when this is necessary

Table 1. Mandatory personal information and purposes

Besides the mandatory personal information in the registration form additional information is being requested for some events. In table 2, the different other personal information and purposes are explained.

<b>Other personal information:</b>	<b>Purpose:</b>
Study Bachelor	To make a distinction between the study specializations of different members
Study (Pre)Master	To make a distinction between the study specializations of different members
Interests	To see in which departments of ASSET the student is interested
Committee work	To send students who are interested in becoming active at ASSET additional information

ID/ passport	To give members the opportunity to participate in trips outside the Netherlands
Curriculum Vitae/ motivation letter	To give members the opportunity to participate in events with CV/ motivation letter selection
Allergies and food preferences	To be able to prevent allergic reactions
Medicines	For safety reasons during events (e.g. Study Trips)
Health insurance	For safety reasons during events (e.g. Study Trips)

*Table 2. Other personal information and purposes*

## MAILINGS

All members of Faculty Association Asset will receive mailings from Asset and the department(s) of their interest. ASSET sends their members the following mailings: invitations to General Member Meetings and Department Member Meetings, emails with updates about the general terms and conditions and Privacy Policy, company mailings belonging to their interests and monthly mailings from both the faculty association and the departments they have expressed an interest in. Company mailings and monthly mailings are only sent when a member indicates interest in this in the registration form to become a member of ASSET.

After logging in onto the website of ASSET it is possible to adjust email preferences for monthly mailings. Every company mailing and monthly mailing also contains a link with the possibility to unsubscribe for future mailings. These adjustments are processed immediately. It is not possible to unsubscribe from mailings for invitations to General Member Meetings and Department Member Meetings, and email with updates about the terms and conditions and Privacy Policy, because we are obliged to send our members these emails.

## PICTURES

When agreeing with the terms and conditions, you agree that ASSET is authorized to take pictures during events and post these pictures on its website and social media. When you want a certain picture to be removed, please send us a message to [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl) and we will remove the picture instantly.

## COOKIES

ASSET does not use cookies. Our website hoster, No Bears, collects and analyzes information about the use of this website. Your visit to the website is kept by means of cookies. The information we collect through these cookies is used by NoBears to make our



website more user-friendly. If you do not want us to use these marketing cookies, you can indicate this in our cookie notification. You should take into account that this may limit the functionality of the website.

### CHECKING AND ADJUSTING PERSONAL DATA

When subscribed for ASSET, you can review your personal information after logging in onto the website of ASSET. It is always possible to request your personal information. This can be done by sending an e-mail to [secretary@asset-tilburg.nl](mailto:secretary@asset-tilburg.nl). You will receive an overview of all personal information that ASSET has about you.

### SECURITY OF PERSONAL INFORMATION

We value your trust in providing us your personal information. ASSET strives to protect your data through physical, electronic and managerial procedures. Your personal information, except resume and/or motivation letter for a particular event, is not communicated online except for our own internal communication technologies.

### THIRD PARTY LINKS

Our website (<https://asset-tilburg.nl>) may contain links to the sites of our partners. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Personal information of members will never be supplied to third parties unless the member has given explicit approval for this.

### REPORTING OBLIGATION DATA LEAK

Reporting obligation data leak ASSET is obligated to report any data leaks. A data breach is a confirmed incident in which sensitive, confidential or otherwise protected data has been accessed and/or disclosed in an unauthorized way. If a data leak occurs, ASSET is obligated to notify their members. When a data leak occurs, ASSET will inform the parties involved within 72 hours. After a data leak, ASSET will investigate where the leak could have occurred and how a similar leak in the future can be prevented. For more information about this, you can contact ASSET via [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl).

### ADJUSTMENTS IN PRIVACY POLICY

It may occur that we change our Privacy Policy through time. Hence, it is advisable to review this Privacy Policy from time to time. ASSET will also notify of any changes in this Privacy Policy through our promotional emails.



## CONTACT US

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us via [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl).