



## **Privacy Policy**

### ***Study Association Genius Loci***

This is the Privacy Policy of Study Association Genius Loci, located at Droevendaalsesteeg 2, room 105, Wageningen, signed into the Chamber of Commerce with the number 40124210.

Genius Loci highly values the protection of your personal data. This privacy policy aims to provide clear information on the way your data is being processed. We will take any necessary steps to maintain and secure your privacy and for that reason, we handle your personal data with utmost care. Genius Loci will adhere to all relevant legislation concerning data management and protection, including the General Data Protection Regulation (Algemene Verordening Gegevensbescherming) at all times. The President of Genius Loci is responsible for keeping this privacy policy up to date and the secretary is responsible for keeping the members' database up to date.

#### **Responsible Party**

As Genius Loci, we are responsible for processing your personal data. In case you have any questions or remarks about the privacy policy or any other business and wish to contact us, we heartedly invite you to send an e-mail to [st.genius@wur.nl](mailto:st.genius@wur.nl).

Genius Loci only processes your data if you make use of our services and/or if you voluntarily share this data with us.

If you sign up to be a member of Genius Loci, the following data will be stored:

- Membership type
- Initials
- First name
- Last name
- Date of birth
- WUR email address
- Personal email address
- Residential address
- Phone number
- IBAN number
- BIC number
- Registration number
- Starting date membership
- End date membership
- Starting year BLP and/or starting year MLP
- Active committee(s)

This data will be stored in the Member Database Conscribo. Only board members have access to this database. The secretary will manage the administration by adding new members, removing former members, and adjusting data during membership. When data from new members is acquired via a physical application form, this form will be stored in our secured board archive.

All board members are obliged to sign a non-disclosure agreement, preventing them from sharing this data with third parties.



### **What we use this data for**

The members' personal data will be used to:

- Send the weekly newsletter.  
(E-mail address)
- Collect membership contribution.  
(Membership type, IBAN number and email address)
- Send our magazine the Huchtgerucht and the board picture.  
(Name, address)
- Send messages to specific target groups.  
(Membership type, e-mail address, start date membership, termination date membership and active committees)
- Check whether the member is of legal drinking age when attending activities that include alcoholic consumption.  
(Date of birth)

### **Data collection periods**

Personal data of members will be kept for as long as they are a member and for a 7 year period afterwards. Financial administration will be kept for 7 years.

### **Third-party sharing**

Genius Loci exclusively shares data to third parties (processors) when this is required to continue providing our service to you or when legally obligated to.

Currently, these processors are:

- Spotler provided by Team Soda of Wageningen University and Research. Genius Loci uses their online platform Spotler Webpower. They receive email addresses allowing Genius Loci to send the weekly newsletter and invitations.
  - The emails sent from Spotler Webpower are sent through the server of <https://mail.wur.nl>.

All processors have agreed to:

- Never use personal data for personal purposes, but only to confirm to the instructions of Genius Loci and to keep providing their service.
  - Personal data may be used to meet legal requirements like court orders.
- Make sure appropriate technical and organizational measures are being taken to protect the data from loss or unlawful processing.

### **Pictures taken**

At activities of Genius Loci, pictures may be taken. These pictures will be published on our member's page on the website, locked behind a password. The password can be found at the end of the weekly mail and is changed regularly. Some pictures might be uploaded to public Social Media platforms of Genius Loci (Genius Loci Instagram, Committee Instagrams, LinkedIn, Website, and more). If you do not consent to your picture being taken or uploaded, please let the organizing committee of the activity know. Pictures can be removed from the website upon request, by sending an email to [digicie.genius@wur.nl](mailto:digicie.genius@wur.nl).



### **Data breach protocol**

Genius Loci has an extensive script in case personal data is being processed or available for processing by unauthorized third parties.

In case of a data breach, the president will be responsible for handling the steps as described in the script, unless the nature of the breach demands otherwise.

### **Changing the privacy policy**

Genius Loci will regularly renew this privacy policy to keep it up to date. The website will always contain the most recent version and the association recommends you to refer to this on a regular basis. In case of important changes, the association will notify its members via email or the website.

### **Viewing, changing or removing personal data**

You have and maintain the right to view, change or remove whatever personal data we may have collected or stored. If you desire this, contact us via [st.genius@wur.nl](mailto:st.genius@wur.nl) and we will respond as soon as possible. To make sure the request for processing the data is actually made by you, we ask you to send along a copy of your passport or other identification. We advise you to cross out your social service number (BSN) in this attachment.

### **Contact**

Should you have any questions or remarks, you can contact us via:

*Study Association Genius Loci  
Landscape Architecture and Spatial Planning  
Droevendaalsesteeg 2 k. 105  
6708 PB Wageningen*

Visiting hours:  
Mon-Fri 13:10-14:00

Contact:  
0317-483478 (during visiting hours)  
[st.genius@wur.nl](mailto:st.genius@wur.nl)  
[www.stgeniusloci.nl](http://www.stgeniusloci.nl)