



Sirius A Privacy Policy

This document describes how Sirius A collects, stores and handles the personal data of its members and donors.

1 General Information

Address:	Landleven 12
Postal code:	9747AD
City:	Groningen
KvK number:	68692366
IBAN:	NL27 INGB 0007 6806 73
BIC:	INGBNL2A
Telephone Number:	+316 574 266 39
E-mail address:	sirius@astro.rug.nl
Website:	sirius.astro.rug.nl

2 Why does Sirius A store your data?

Sirius A stores personal data of its members in order to reach its primary goals. A detailed description of what data is collected and why can be found in section 3 of this Privacy Policy. The Privacy Policy is written to comply with the General Data Protection Regulation (GDPR) in EU legislation.

3 What data is collected and stored?

Sirius A stores the following personal data of its members and donors:

- Student number
- First- and last name
- Date of birth
- Phone number
- E-mail address
- Current study
- Home address
- Bank information (IBAN / BIC)
- Any information regarding allergies or medical conditions you feel the need to share with Sirius A.

3.1 What does Sirius A do with your data?

Contacting you & sending newsletters: Every month, the board of Sirius A will send each member (or donor) a letter, letting them know about upcoming events and other important notifications. Your name and E-mail address will be used in this process. Your name and E-mail will never be visible for other recipients. If you do not wish to receive newsletters and updates from Sirius A, you can unsubscribe by clicking the link at the end of the newsletter. For some events organized by Sirius A, the responsible committee may need to contact you directly using your phone number and / or E-mail address.

Executing bank transactions: A member- or donorship at Sirius A requires an annual subscription fee to be paid, and events may carry additional costs. Sirius A requires your bank information through IBAN and BIC-numbers to deduct these expenses automatically. When events hold additional costs, the (maximum) costs are always made clear in advance, eliminating the chances of receiving unexpected debits. When signing up for Sirius A, you authorise the association to send debit instructions to your bank.

Study related information: The University requires that you provide your student number (S-number) when signing up for an association such as Sirius A. We ask you to provide your current study or major to determine whether you are a member or donor of Sirius A. Membership is reserved for Astronomy students only, while anyone can become a donor. The right to vote on policies during the General Member's Assemblies (GMAs) is reserved for members only.

Date of birth: We ask for your date of birth in order to determine whether it is legal for you to consume alcohol during Sirius A events, and to determine whether or not we can legally store your personal information. The legal age for alcohol consumption is 18 years in the Netherlands. If you are under the age of 16, the permission of a parent or legal guardian is required for us to store your personal information. If someone in this situation signs up for Sirius A, they will be contacted by the Board and asked for proof of permission from their guardian(s). If this is not supplied, their data will be permanently deleted. If you are certain Sirius A has stored information of someone under the age of 16, please send the Board an email regarding this matter, so the information can be deleted.

Other: On occasion, Sirius A may send you merchandise, gifts or other items relating to specific events. Sirius A thus requires your postal and home addresses. Sirius A may ask you to provide a copy of your (valid) ID card if necessary, for example, during an international trip. This is out of safety in case of emergency and to make sure everyone is identifiable. These copies are all destroyed the moment they are not required anymore, we do not store these copies long term.

For some events, for example dinners, members are asked for dietary information, such as allergies. This information is not stored long-term and is only used to make sure Sirius A can supply everyone with a safe dinner. Sirius A's signup form gives you the opportunity to mention any dietary restrictions, allergies, medical conditions, or anything else you want the Board of Sirius A to know. This information will only be used with your discretion, and is solely intended to help Sirius A take care of any accommodations you might need to enjoy events. Note that it is in no way mandatory for you to share any information here, this option is solely there for your convenience.

4 Handling of Photographs

Sirius A regularly has at least one photographer present at events to take photographs. Pictures taken may be used for commemorative and promotional purposes. Photographs taken by Sirius A are currently posted on SOSAD, which is hosted on the Kapteyn Institute's intranet. Pictures will never be posted on social media without express permission of those in the image. If you are in a photograph but do not want to be, you can send an email to the board to have the image in question permanently deleted.

Prior to events you are given the option to refrain from being in any photographs. You will be given a button to be worn on your clothing during the event. This button is meant to indicate to photographers and Sirius A members that you do not wish to appear on any photographs. Photographers from Sirius A will not take pictures of you, and any images that accidentally feature you will be deleted.

5 Third Parties

Sirius A occasionally collaborates with other study associations, to organize combined events. Sirius A will never share your personal information without your explicit permission. When sharing your personal information with third parties is necessary, you will be informed of this. Sirius A will never sell your personal information to third parties. Whenever data is shared with third parties, both Sirius A's privacy policy and the privacy policy of the third party will apply to your data.

Notable third parties of Sirius A include Mailchimp and Conscribo. Mailchimp is a service that lets companies/associations send e-mails to all their customers/members at once. The monthly newsletters are sent through the use of this service. A processing agreement has been signed with Mailchimp.

Sirius A uses Conscribo for its member administration and finances. Any information stored using Conscribo is safely secured.

6 Storage Period

Sirius A stores your name and email address after your membership or donorship has ended in order to maintain a list of alumni. The rest of your personal information will be stored up to one year after your membership or donorship has ended. At any point in this period, you can ask for your personal information to be deleted.

7 Security

Sirius A relies solely on the security measures of third parties. Sirius A does not have an infrastructure to store any of your personal data. These third parties (Google and Mailchimp) all make use of https, which is a secure protocol to transfer information. The website of Sirius A does not collect personal data with cookies. Sirius A does not make use of automatic decision making, anything that is requested online is reviewed by the Board. If you believe that your data has not been protected well enough, we encourage you to contact the Board.

8 Your Rights

As a member or donor of Sirius A, you hold the right to view your personal information that Sirius A stores by sending an e-mail to the board, directed at the secretary, or by asking one of the board members in person. If you want any changes to be made to your personal information, you can also do this by filling in the online form (<https://leden.conscribo.nl/siriusa/change>) or by sending an e-mail to the secretary. The changes to your information will be made to the utmost two weeks after your request. Finally, if you want to submit a migration request, you can do so through e-mail and Sirius A will supply you with your personal information in a computer file (format to be determined, for example a CSV file). You have the right to request that Sirius A deletes all information stored about you. Keep in mind that this request terminates your membership.

9 Overview

Data Collected:	Purpose:
Student Number	Required by the University of Groningen
First- and last name	For identifying our members / donors
Date of Birth	To determine legality of alcohol consumption during events and determining appropriate privacy regulations
Phone Number	For contacting members / donors urgently
E-mail address	For contacting members / donors, sending the newsletter and inviting them to member's assemblies
Current Study	For distinguishing between a signatory's membership or donorship
Home Address / postal information	For sending merchandise, gifts and possibly written communication.
IBAN	For deducting owed fees as agreed by the member or donor (Dutch bank account number)
BIC	For deducting owed fees as agreed by the member or donor (International bank account number)