

**Privacy Policy of
Scheepsbouwkundig Gezelschap
“William Froude”**



The Privacy Policy that will be discussed in the following document has been drawn up in response to the General Data Protection Regulation (AVG). The Privacy Policy consists of two parts: the general part, which applies to all members, and the activity-specific part, which takes effect when a member signs up for an activity. The Privacy Policy also discusses what data the Scheepsbouwkundig Gezelschap “William Froude” (in short: "S.G." William Froude "or" Froude ") saves from its members. It will also explain why and for how long data is saved. In particular instances data can be shared or distributed, this topic will also get covered. This english version of the Privacy Policy is a translation of the dutch version, this has been done with precision, however, the Dutch version is always leading in case of doubt.

Privacy Policy Scheepsbouwkundig Gezelschap “William Froude” - General

Scheepsbouwkundig Gezelschap “William Froude” is located at Mekelweg 2 in Delft, the association is responsible for the processing of personal data of its members as shown in this privacy statement. In this document it can be seen which data is stored and for what purpose it is stored. Furthermore, each individual member can see what rights they have and who he or she should contact for questions or information.

Contact information:
 Scheepsbouwkundig Gezelschap “*William Froude*”
 Mekelweg 2
 2628 CD Delft
 +31 (0) 15 27 89772
 info@froude.nl

1. Overview of the personal information

The Scheepsbouwkundig Gezelschap “William Froude” processes your personal data because you became a member of the association and / or uses its services. By becoming a member of the study association, you agree to this Privacy Policy.

Below you will find an overview of the personal data that we will process.

Personal Data	Reason	Retention Period
General Personal Data <ul style="list-style-type: none"> • Name • Initials • Sex 	To be a member of S.G. “William Froude”, the association needs your basic information to be able to identify you.	Undefinite period*
Adress data <ul style="list-style-type: none"> • Adress • Postal code 	To be a member of the association, the association needs your address details.	Until members unenroll**

<ul style="list-style-type: none"> • Residence 		
<p>Contact details</p> <ul style="list-style-type: none"> • Email address • Telephone number 	<p>The association uses your e-mail address to announce its activities by e-mail.</p> <p>Furthermore, this data is used to provide information from maritime related companies to a member.</p> <p>Phone numbers are used to reach members when they participate in activities or are asked to join a committee.</p>	<p>Indefinite period*</p>
<p>TU Delft data</p> <ul style="list-style-type: none"> • Student number • Studyphase 	<p>The S.G. William Froude uses study numbers to check whether its members are still enrolled at TU Delft.</p> <p>Furthermore, the Scheepsbouwkundig Gezelschap “William Froude” uses study phases to check whether its members have graduated from the BSc., MSc, or have graduated. They do this to send relevant e-mails and thus reducing spam.</p>	<p>Until members unenroll**</p>
<p>Financial data</p> <ul style="list-style-type: none"> • IBAN number • BIC Code 	<p>The financial data is only processed with additional permission granted by the member, by filling in a collection form or participating in a paid activity.</p> <p>Financial data can be processed or shared with Exact (the accounting program used by Froude) for the purpose of performing direct debits or recognizing transactions.</p>	<p>Until members unenroll **</p>
<p>Photo's</p>	<p>By participating in activities of the Scheepsbouwkundig Gezelschap “William Froude” you agree that the association will take pictures and use them for promotional purposes, as stated in the general terms and conditions. The photos will not be linked to other personal data.</p>	<p>The photos will be stored in the archive for an indefinite period</p>
<p>Committees</p>	<p>For the request to join a committee, the studyprogress of a member is of importance. Therefore, the S.G. “William Froude” can ask for this at committee interest</p> <p>The names of old committee members will be kept track of for historic purposes.</p>	<p>Until members unenroll **</p>

* The data will be kept for an indefinite period of time until the member indicates that he or she objects to this. This information can still be used for organizing reunions and similar events.

** When deregistering the member, you can choose to become a former member, this data will be retained and the relevant member will be transferred to the former member database.

In addition to the aforementioned personal data, the Scheepsbouwkundig Gezelschap “William Froude” processes other data that has been provided to us with permission. The Scheepsbouwkundig Gezelschap “William Froude” reserves the right to request more personal data if an event requests this. These are indicated in the Privacy Policy for events.

2. Special and / or sensitive personal data that we process

The association collects passport numbers, ID card numbers and allergies in special cases. These can be found in the Privacy Policy for events.

The association does not intend to collect data from website visitors or members who are younger than 16 years old, unless they have permission from their parents or guardian. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in the online activities of their children, in order to prevent data collection from children without parental consent. If you are convinced that we have collected personal information from a minor without this permission, please contact us via info@froude.nl and we will delete this information.

3. Automated decision making

The Scheepsbouwkundig Gezelschap “William Froude” does not make decisions based on automated processing on matters that can have (significant) consequences for people.

4. Retention periods of personal data

The Scheepsbouwkundig Gezelschap “William Froude” does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. The retention periods can be found in section 1.

5. Sharing personal data with third parties

The Scheepsbouwkundig Gezelschap “William Froude” will not sell your information to third parties and will only provide it if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

We conclude a processing agreement with companies that process your data on our behalf, these companies can be found in section 5.2 to ensure the same level of security and confidentiality of your data. Scheepsbouwkundig Gezelschap “William

Froude” remains responsible for these processing operations unless otherwise agreed in the processor agreement.

5.1 Access to information

The board of the Scheepsbouwkundig Gezelschap “William Froude” and the administrators of the website - Verenigingsweb, part of GenkGo - have access to the database where the personal data are stored. The data is stored on Genkgo's servers.

5.2 Other services with which personal data are shared

Genkgo

The website and database is hosted by Genkgo. Your data is therefore stored on Genkgo's servers.

Exact

S.G. William Froude uses the accounting program Exact . With his program, all your contact and financial information is shared, which is stored on Exact's servers.

This data is used by Exact to process and recognize invoices and payments, to send out direct debits if signed for this and to write off the annual contribution.

TU Delft

To keep our database up-to-date, we periodically receive an update from TU Delft. This allows us to check whether members are still studying at TU Delft. For this, your student number will be shared with the Central Student Administration (CSA) of TU Delft.

We also use the TU Delft’s web drive. This is a cloud storage service hosted by TU Delft. All the data for the entire association is stored on this drive.

StudyStore

Only student numbers will be shared with StudyStore in order to give an indication of how many students are starting a certain course and thus allow StudyStore to make a estimation of for how many books will need to be pre ordered to minimize the amount of time students wait before the receive their books.

When placing an order, StudyStore will ask you to fill in your own details that they deem necessary to send the books. To find out what StudyStore does with your data, consult the StudyStore Privacy Policy.

BladNL

Your general data and your address data will be shared with the printer BladNL so that they are able to send a copy of the association’s magazine, Boegbeeld.

6. Sharing data with the Association of Former Members (VOL)

The Association of Former Members, the VOL, is a part of the Scheepsbouwkundig Gezelschap “William Froude”. Graduating members can fill in a form stating that they

would like to become a former member after they graduate. Data can be freely transferred from the member database to the alumni database due to the fact that it falls under the same association.

7. Viewing, modifying or deleting data

You have the right to view, correct or delete your personal data. You can do this yourself via "Change data" or in "My profile" in the member portal on the website. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by the S.G. "William Froude" and you have the right to data forwarding. This means that if you submit a request to us we can send your personal data that we have saved in a computer file to you or another organization of your choice.

If you want to exercise your right to object and / or the right to data portability or if you have other questions / comments about data processing, please send a specified request to secretaris@froude.nl.

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport or document number and Citizen Service Number (BSN) are blacked out in the copy. This is to protect your own privacy. Furthermore, it is possible to visit the boardroom with identification at 3mE to identify yourself. Scheepsbouwkundig Gezelschap "William Froude" will respond to your request as soon as possible, but in any case within four weeks.

S.G. "William Froude" would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:
<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

8. How we protect personal data

The Scheepsbouwkundig Gezelschap "William Froude" takes protection of your data extremely serious. The data in the database is secured by Genkgo and the Scheepsbouwkundig Gezelschap "William Froude" ensures that this is done correctly, if there is a leak that the association is aware of, than S.G. William Froude is obliged to inform its members of the leak. If you are under the impression that your data is not properly being secured or there are indications of abuse, please contact secretaris@froude.nl.

9. Changes to the Privacy Policy

The Scheepsbouwkundig Gezelschap "William Froude" reserves the right to change the Privacy Policy at any time without prior notification. Significant changes will be reported to the members, furthermore you are advised to regularly review the Privacy Policy on the website.

Privacy Policy Scheepsbouwkundig Gezelschap “William Froude” – Activities

Committees

A significant part of the services, offered by the Scheepsbouwkundig Gezelschap “William Froude”, are provided by committees. To provide these additional services, the processing of additional personal data is required. The additional services are divided into five categories:

The member automatically agrees with these terms and the terms for the provision of exceptional personal data when joining an activity.

1. Travel and Excursions
2. Activities
3. Publications
4. Career
5. Education

In order to use the aforementioned services, permission to process specific personal data is required. After S.G. “William Froude” may only be requested, processed or shared (indicated per subject), provided that the user has met two conditions.

1. The member has agreed to the general Privacy Policy
2. The member has registered for a service that has indicated that he falls under one of the five service categories.

1. Travel and excursions

For a trip or excursion organized by the Scheepsbouwkundig Gezelschap “William Froude” (in addition to the standard personal data as in the general part of the privacy statement) the following personal data may be requested and processed.

Personal data	Reason
Identification Passport <ul style="list-style-type: none">• Document number• Nationality• Last name• First name• Date of birth	<ul style="list-style-type: none">• Passport data can be processed or shared with transport services (For example: airlines, tour operators, etc.) for the purpose of organizing transport for the trip or excursion.• Passport data can be processed or shared with accommodations for the purpose of organizing accommodation during the trip or excursion.

<ul style="list-style-type: none"> • Place of birth • Sex • Length • Date of issue • Expiration date <p>In exceptional cases: Copy of passport, see the note in the next column.</p>	<ul style="list-style-type: none"> • Passport data can be processed or shared with intermediaries (for example: travel agencies, ticket sites) for the purpose of organizing transport and accommodation • Passport data can be processed or shared with companies for the purpose of visiting a location (for example: office, yard, factory) • Passport data can be shared with third parties in an emergency (for example: injury, loss of original passport) • The S.G. "William Froude" shall never ask for a copy of a passport itself. However, Froude cannot guarantee that companies with whom it cooperates will not do so. Froude hereby tries in any case to look at the possibilities to avoid requesting passport copies.
<p>General</p> <ul style="list-style-type: none"> • Shirt size 	<ul style="list-style-type: none"> • Clothing sizes can be processed for appropriate clothing.
<p>Insurance</p> <p>Insurance card</p> <ul style="list-style-type: none"> • Copy of insurance card • Last name • First name • Date of birth • Insurance number • Card number • Expiration date 	<ul style="list-style-type: none"> • Insurance data can be shared with third parties in an emergency (for example: hospitals in the event of illness or injury)
<p>Health</p> <p>Affections (Diseases)</p> <ul style="list-style-type: none"> • Allergies • Medication use • Physical condition 	<ul style="list-style-type: none"> • Allergies can be processed or shared with accommodations and catering facilities. • Medication use and physical condition can be shared or processed for the safety of the participant.
<p>Financial</p> <p>Bank details</p> <ul style="list-style-type: none"> • IBAN-number • BIC-number 	<ul style="list-style-type: none"> • Financial data can be processed or shared with Exact for the purpose of performing direct debits or recognizing transactions.

Registration Participation data <ul style="list-style-type: none"> • Motivation letter 	<ul style="list-style-type: none"> • Registration data can be processed and shared for the purpose of selection and lottery procedure.
Study phase	<ul style="list-style-type: none"> • In order to make excursions and social activities more interactive, your current study phase can be asked. For an activity, only the amount of people per study phase and which subjects are currently offered in the study phases is shared with external companies.

2. Activities

For an activity organized by the Scheepsbouwkundig Gezelschap “William Froude” (in addition to the standard personal data as indicated in the general part of the Privacy Policy) the following personal data can be requested and processed.

Personal data	Reason
Health <ul style="list-style-type: none"> • Affections (diseases) • Allergies • Medication use • Physical condition 	<ul style="list-style-type: none"> • Allergies can be processed or shared with accommodations and catering facilities. • Medication use and physical condition can be processed for the safety of the participant.
General <ul style="list-style-type: none"> • Clothing size 	<ul style="list-style-type: none"> • Clothing sizes can be processed for appropriate clothing.
Financial Bank details <ul style="list-style-type: none"> • IBAN-number • BIC-number 	<ul style="list-style-type: none"> • Financial data can be processed or shared with Exact for the purpose of performing direct debits or recognizing transactions.
Delivery contact data <ul style="list-style-type: none"> • Home adress • Phone number 	<ul style="list-style-type: none"> • For stay at home activities, committees can ask for your address and contact information in order to be able to deliver necessities for the activity to your home.

3. Publications

For a publication made by the Scheepsbouwkundig Gezelschap “William Froude” (in addition to the standard personal data as indicated in the general part of the privacy statement) the following personal data can be requested and processed.

Personal data	Reason
<p>General personal data</p> <p>Name</p> <ul style="list-style-type: none"> • First name • Last name • Initials <p>Residence and adress</p> <ul style="list-style-type: none"> • Country • City • Postal code • Affix • House number • Street 	<ul style="list-style-type: none"> • General personal data can be processed or shared with third parties involved in the publishing process (for example: printer, shipping company)

4. Career

For a career activity organized by the Scheepsbouwkundig Gezelschap “William Froude” (in addition to the standard personal data as indicated in the general part of the privacy statement) the following personal data can be requested and processed.

Personal data	Reason
<p>Career</p> <p>Career data</p> <ul style="list-style-type: none"> • CV • Motivational letter 	<ul style="list-style-type: none"> • Career data can be processed and shared with companies for selection and lottery procedures
<p>Study</p> <p>Study data</p> <ul style="list-style-type: none"> • Year of registration • Study program 	<ul style="list-style-type: none"> • Study data can be processed and shared for selection and lottery procedures

5. Education

For an act concerning education performed by the Scheepsbouwkundig Gezelschap “William Froude” (in addition to the standard personal data as indicated in the general

part of the privacy statement) the following personal data can be requested and processed.

Personal data	Reason
Study Studiegegevens <ul style="list-style-type: none">• Year of registration• Study program• Study progress	<ul style="list-style-type: none">• Study data can be processed for research purposes (for example: surveys) into the teaching of the Maritime Technology study program, the 3mE faculty or Delft University of Technology.