

## Privacy Statement

Last updated on February 10, 2020

M.S.Z.V. Lagakari considers protection of personal information to be of utmost importance. This Privacy statement aims to provide a clear, transparent overview of the way in which personal data is handled by the association.

In order to guarantee your privacy, M.S.Z.V. Lagakari always adheres to all necessary legislations and regulations regarding protection of personal data, including the 'Algemene Verordening Gegevensbescherming (AVG)' [General Data Protection Regulation]. This means that the association at least adheres to the following obligations:

- Personal data is processed only in agreement with the goal for which they were provided. These goals are described in this Privacy Statement;
- Procession of personal data is limited as much as possible and is only applied to necessary purposes;
- When specific permission is necessary for the procession of certain data, this will be explicitly asked for;
- Fitting technical and organizational measures are taken in order to ensure the protection of personal data;
- Personal data will never be provided to other parties, unless this is necessary for the purposes for which they were originally provided;
- M.S.Z.V. Lagakari is aware of the rights concerning your personal data and respects these rights.

### 1. Contact details M.S.Z.V. Lagakari

Business address: Office UM Sports Maastricht  
Postal address: Mailbox 616, 6200 MD Maastricht  
Phone Number: +31 628813263  
E-mail address: [info@lagakari.nl](mailto:info@lagakari.nl)  
Represented by: The current board

For the most recent details about the association, you can visit the website ([lagakari.nl](http://lagakari.nl))

### 2. Goal procession personal data

This section describes which data from her members M.S.Z.V. Lagakari stores and with what goal.

Gegevens	Doel
First and last name	Communication + invoices
Date of birth	Birthdaywish + possible minors
Address	Regular mail + invoices
E-mail address	Communication
Phone number	Communication
Study	Taking into account regarding activities
I-number UM	Proof of enrolment within the UM (or Hogeschool Zuyd)
Ownership of UM Sports membership	M.S.Z.V. Lagakari is attached to UM Sports, her members obliged to purchase a UM Sports membership
Nationality	Insurance
Datum of registration	Administration + invoices

Address parents	Contact in case of emergency
Phone number	Contact in case of emergency
Sailing experience	Gives information about education members might lead and whether or not they are allowed to sail by themselves
Swimming licenses (yes/no)	Safety reasons regarding sailing
Permission to share pictures/videos	Privacy regarding social media
Banking number	Invoices
Purchasing Lagakari polo (yes/no)	Representation

### 3. Foundation for storing personal data

Paper subscription forms are stored at home with one of the current board members. Online subscription forms are stored in the infomail of Lagakari, which is secured with a password and to which only board members have access. M.S.Z.V. Lagakari is legally obliged to hold on to certain information, such as banking data, until 7 years after the contract has ended. Personal data is also stored on an external flash drive, which is in possession of the current secretary of the association.

### 4. Categories receivers of personal data

This section clarifies which functionaries/associations in- and outside of M.S.Z.V. Lagakari have access to which personal data and why.

#### Inside the association

Within the association itself, the board and the heads of committees/working groups have access to personal data from members.

- **President (& vice-president):** The president of the association has access to names, email addresses, addresses, date of birth, permission for sharing pictures/videos on social media bank numbers and phone numbers. This data is necessary for the communication from the president to the members;
- **Secretary:** The secretary usually stores the subscription forms of members in the archive of the association and therefore has access to all personal data as is mentioned in this document. This personal data is used to keep up the administration of the association and for contact with members;
- **Treasurer:** The treasurer has access to names, email addresses, addresses, dates of birth, phone numbers, dates of subscription, banking numbers, I-numbers from UM, ownership of UM Sports membership and purchase of polo. This information is necessary for the constitution of and communication about invoices;
- **(possibly) Commissioner of Internal Affairs:** not every board has a commissioner of internal affairs, this depends on the decisions of the association. If this functionary is present in the board, (s)he has access to names, email addresses, permission for sharing pictures/videos on social media addresses, dates of births, phone numbers and the purchase of a Lagakari polo. This personal data is used for communication and the support of committees;
- **Head of ZeilCie:** The head of the sailing technical committee has access to names, email addresses, dates of birth, phone numbers, sailing experience and swimming licenses. This data is necessary for the communication and the estimation of sailing levels from members;
- **Head of PubCie:** The head of the publicity committee has access to names, dates of birth, phone numbers, addresses, permission for sharing pictures/videos on social media and the

purchase of a Lagakari polo. This information is necessary for communication, the newsletter and the purchasing of clothing for members;

- **Head of AcCie:** The head of the activity committee has access to names, email addresses, dates of birth and phone numbers. This information is necessary for the communication about events with members;
- **Head of OpCie:** The head of the educational committee has access to names, email addresses, phone numbers, sailing experience and swimming licenses. This information is necessary for the communication about possibilities for sailing-related education;
- **Head of WedCie:** The head of the sailing contest committee has access to names, email addresses, phone numbers, sailing experience and swimming licenses. This information is necessary for communication about the possibilities for members to participate in sailing contests;
- **Head of WeSp:** The head of the working group for sponsoring has access to names, email addresses, phone numbers, nationalities and dates of registration. This information is necessary for the communication about working actions;
- **Head of LIWCie:** the head of the Lagakari Instruction Week committee has access to names, email addresses, phone numbers, sailing experience and swimming licenses. This information is necessary for the communication about and grouping of the LIW;
- **Head of IntroCie:** The head of the working group for Lagakari's introperiod in September has access to names, email addresses, phone numbers, sailing experience and swimming licenses of members. This information is necessary for the communication about and grouping for activities during Inkom and the Lagakari introperiod.
- **(Possibly) Active committee members:** When a member of a committee assists the head of a committee in certain tasks, for example by writing an email to the members, it is possible that they have access to the same information as the respective committee head.
- **Members:** A couple of times a year, a members list including the first name, last name and date of birth of all current members is distributed to the members. The reason for this is that a members list is necessary in order to be able to use the statutory possibility to summon a General Members Assembly. In addition, almost all members of Lagakari are members of a Whatsapp- and Facebookgroup from the association, this also gives other members access to phone numbers and facebook accounts. However, if a member chooses not to be part of these groups, that is not a problem.

### **Outside of the association**

There are several parties outside of M.S.Z.V. Lagakari that also have access to specific data of members from the association.

- **Water en Wind:** The board members of Lagakari's old-members association (Water en Wind) have access to names and email addresses from members that signed out. This data is used to invite old-members to become part of Water en Wind;
- **The MUSST:** As a student sports association in Maastricht, Lagakari is connected to the sport council MUSST (Maastrichtse Universitaire Studenten Sport Stichting). This council has access to names, student numbers, dates of birth and I-numbers of the UM. The MUSST needs this data to ensure that members of Lagakari are also members of UM Sports. MUSST is part of UM and is not allowed to provide this data to other parties. Their Privacy Statement is available through the following link:

<https://www.maastrichtuniversity.nl/nl/over-de-um/algemene-privacyverklaring-um;>

- **Google:** When you visit the website of Lagakari (lagakari.nl), Google stores your search. The association itself does nothing with this information and Google does not have the right to sell this data. If you do not want google to register your searches, it is your own responsibility to adjust this;
- **Bank:** Lagakari's bank (ING) has access to names and banking numbers of members. Of course they handle this information confidential and they are not allowed to provide this data to other parties. Their Privacy Statement is available through the following link: <https://www.ing.nl/de-ing/privacy-statement/goed-nieuws-voor-uw-privacy/index.html>;
- **Working Actions:** For some of the working actions that are necessary for sponsoring of the association, external parties have access to names, dates of birth, nationalities and phone numbers of members. However, before providing this information, explicit approval is always required.
- **Laposta:** For its weekly newsletter, Lagakari uses an online program called 'laposta'. This program has access to first names, last names and email addresses of all members. Of course they handle this information confidential and they are not allowed to provide this data to other parties. Their Privacy Statement is available through the following link: <https://laposta.nl/privacy-statement>;

No personal data is provided to parties that have not committed to an agreement, unless explicit, written permission is provided for this. With parties that do have access to personal data, agreements are made about the protection of the personal data at hand. An exception occurs when the association is legally obliged (and allowed) to provide specific data. For example, when the police were to request personal data for an investigation of (personal) data. In such a situation, we as an association would be obliged to cooperate and provide this data.

## 5. Within the EU

Lagakari does not provide personal data to any parties that are established outside of the EU.

## 6. Minors

Lagakari only works with personal data from minors (people younger than 16 years) if written permission is provided by a parent, caregiver or legal representative of this person.

## 7. Retention Period

M.S.Z.V. Lagakari does not store personal data longer than is necessary for the cause for which this data was originally provided and/or then is obligated by law. This means that personal data as is provided on the subscription form is stored until 7 years after the ending of a membership, partially because this is necessary for tax purposes. We strive to delete your personal data 7 years after our agreement has ended.

## 8. Security

M.S.Z.V. Lagakari has taken fitting technical and organizational measures that ensure the protection of personal data from unrightful processing.

- All persons that could have access to personal data coming from M.S.Z.V. Lagakari are obligated to the safekeeping of this data;
- All systems employ a username and password policy;
- Personal data is pseudonymized or encrypted if there is a reason to do so;

- Every once in a while, a back-up of personal data is made in order to be able to recover this in case of physical or technical incidents;
- Measures are tested and evaluated on a regular basis;
- All parties and functionaries that have access to personal data are informed about the importance of safekeeping this data.

### **9. Rights regarding personal data**

You always have the right to insight, rectification or deletion of personal data that we have received from you. Changes can be indicated by an email ([info@lagakari.nl](mailto:info@lagakari.nl)). In addition, you are entitled to object to the procession of (part of) your personal data. Lagakari has the right to ask you to identify yourself before we can do something with such a request. However, in order to remain a member of the association we do need this personal data from you.

### **10. Consequences when personal data is not provided**

If you do not want to provide your personal data to M.S.Z.V. Lagakari (anymore), you can no longer participate in activities that are organized by the association, because we cannot inform you about them and you cannot pay for them. In case of certain, specific personal data, such as address or sailing experience, an exception can be made and you cannot be informed about or participate in activities that require this data.

### **11. Publications**

You have the right to deny M.S.Z.V. Lagakari to share pictures of you.

### **12. Complaints**

If you have a complaint about the procession of your personal data, Lagakari asks you to get in contact with the board. It is best to do this by sending an email to [info@lagakari.nl](mailto:info@lagakari.nl). If a solution cannot be found in consultation, we are of course very sorry about that. You then always have the right to submit a complaint to the 'Autoriteit Persoonsgegevens' [Authority on personal data], which is the supervising authority in the area of privacy protection.

### **13. Questions**

If you have any questions regarding this Privacy Statement, feel free to contact the current board of M.S.Z.V. Lagakari.