

# Privacy Statement

Study Association Metis, located Campusplein 8, 3584 ED Utrecht, is responsible for processing personal data as described in this privacy statement.

Contact details:

Website: [www.metisppe.nl](http://www.metisppe.nl)  
Email: [board@metisppe.nl](mailto:board@metisppe.nl)  
Address: Campusplein 8, 3584 ED Utrecht | Descartes Hall - Room 0.04  
Chamber of Commerce: 75260379

## Personal Data

Metis gathers and stores members' personal data because members make use of Metis' services or because members supply this information to the association themselves.

This includes the following data:

- Name
- Gender
- Date of birth
- Email address
- Address details
- Phone number

Optionally, the following data may be gathered and stored when members participate in certain activities or make use of the payment system on the Metis website:

- IBAN
- Payment details

Possibly, Metis gathers and stores photos from members. These photos can be placed at the Metis website in sections where it is only visible for members. Incidentally, photos can be placed on banners on the Metis website or on social media accounts of Metis. When individual members want to object to this, they can file a complaint with the responsible board member. If the responsible board member in question is unclear, please contact the President of Metis. The concerned picture(s) will be removed from the social media accounts as soon as possible.

## Purpose of use

Metis processes members' personal data based on explicit consent to serve the following goals:

- To settle contribution payments or payments regarding activities
- To send the Metis newsletter
- To be able to contact members in order to execute the services of Metis
- To inform members about changes in Metis' services, products and activities
- To allow members to create an account
- To create an alumni base and keep in contact with alumni

## Retention period of personal data

Metis stores members' data for the duration of membership with a maximum of one year after termination unless legally a different retention period is determined. After this term, the data will be destroyed. In that way, Metis can follow the principle that personal data is not saved any longer than necessary to execute Metis' services.

## Third parties

Metis does not sell member's personal data to third parties and provides members' data to third parties only when it is necessary to execute Metis' services or to fulfil a legal obligation. Metis always remains responsible for the processing of the data.

By order of Metis, Congressus processes Metis' member's data. Metis has a Data Processing Agreement with Congressus to uphold the confidentiality of the data. Congressus has no control over the personal data and does not use these data for their own purposes.

## Rights, complaints and questions

Following Dutch law, Metis members have the right to view, edit or remove their personal data. For some data, this is possible via the settings of everyone's personal Metis account. Besides, Metis members have the right to retract authorization for processing personal data or object to the way Metis processes personal data. Note that this may result in termination of membership in some cases. Also, Metis members have the right to data portability. This is the right to request the collection of all personal data Metis has gathered about you and send it to you or another organisation.

To exercise these rights, Metis members can send a specified request to [secretary@metisppe.nl](mailto:secretary@metisppe.nl). When doing so, please also provide a copy of your identification document. To protect your privacy, please make your picture, MRZ (Machine Readable Zone), passport number and social security number unreadable. Metis will give a response within four (4) weeks.

In case of any other questions or remarks regarding your personal data or this privacy statement, please also contact the Metis Board via [secretary@metisppe.nl](mailto:secretary@metisppe.nl)

## Safety measures

Metis finds it of utmost importance that the personal data of its members are processed and stored safely and handled with due care. Metis takes appropriate measures to protect member's privacy and to prevent unauthorized and unwanted use of personal data. Still, if you feel your personal data is not protected properly or if you find signs of abuse, please contact the Metis Board via [secretary@metisppe.nl](mailto:secretary@metisppe.nl)

## Changes to the privacy statement

This privacy statement is being kept under constant review by the Metis Board. It is advised to check the privacy statement regularly to remain up to date with Metis' privacy policy.