

# Asset Privacy Policy

Hereby Association for Students Studying Economics in Tilburg, hereafter referred to as Asset, wants to inform you about its privacy policy on storing, using and protecting your personal data. By becoming a member, you agree to the collection and use of information in relation with this policy. Asset does not use the collected data for other purposes than those described in this privacy policy, unless written permission is given. Asset is committed to ensuring data protection according to the current General Data Protection Regulation (“GDPR”) law.

## ❖ CONTACT INFORMATION

Name: Study Association Asset

Address: Tilburg University, Room E1.21  
Warandelaan 2  
5037 AB, Tilburg, Nederland

Phone Number: +31 (0)13 466 2991

Opening Hours: Monday - Friday  
9:00 - 17:00

Email: info@asset-tilburg.nl

## ❖ WHAT DATA DO WE COLLECT AND HOW DO WE COLLECT IT?

Asset collects and documents your personal information upon your registration to become a member. Your personal information consists of two parts: mandatory and other personal information. Mandatory personal information involves the information which you provide during your registration as a member of Asset: contact details, students details, study interest and bank details. Other personal information can be requested by Asset to register for an event. Your Curriculum Vitae and/or motivation letter can be requested when you want to register for a career event. Your ID/passport and medicine can be requested when you want to register for a study trip. Your allergies and food preferences can be requested when you want to register for an event in which food or snacks are included. An overview of what data we collect specifically and its purpose is provided in the paragraph: “Registration Form”.

## ❖ HOW WILL WE USE YOUR DATA?

Personal information is saved for the following reasons: internal record keeping, communicating relevant information or promotional emails regarding the events of Asset and improving our services. We only store your student details for internal record keeping and to verify whether

you follow one of the study programs at Tilburg University. We only store your bank details in order to collect the payment of the annual membership fee and for collecting the payment of events when you participate in them. When applying to one of our career events with resume selection, you agree that Asset stores your Curriculum Vitae and/or motivation letter for that particular event. Asset is solely responsible for a safe transfer of your Curriculum Vitae and/or motivation letter for a particular event to the corresponding recipient. When your Curriculum Vitae and/or motivation letter is sent to the particular recipient, we oblige them to delete your Curriculum Vitae and/or motivation letter within 5 working days after the event took place.

### ❖ WHO HAS ACCESS TO YOUR DATA AND HOW DO WE STORE IT?

The Administration Coordinator of the General Board and all secretaries of the department boards have direct access to the data of all members. The General Board however can also access the data if deemed necessary. The other department board members only have access to the members who have indicated interest to the department concerned. The department board members also have access to registrations of the relevant department events.

Furthermore, active committee members of Asset can get your name, email address and/or Curriculum Vitae through the board of the respective department if they need it for the organization of a formal event or a study trip. Some committees also can get additional personal information, with permission of the board of Asset and if it is necessary to organize an event.

The administrators of the membership administration system are the Administration Coordinator of Asset and all secretaries of the departments. They ensure together with the IT Manager of Asset that the member administration system remains a safe, supportive, and productive information system at all times. The administrators ensure that the rules concerning the CRM system are observed.

Asset values your trust in providing us your personal information. Asset strives to protect your data through physical, electronic and managerial procedures. Your personal information, except Curriculum Vitae and/or motivation letter for a particular event, is not communicated online except for our own internal communication technologies.

All our membership registration system is secured with strong passwords and 2-factor-authentication. Only the Administration Coordinator of Asset, IT manager of Asset and secretaries of departments have direct access to this system. Our accounting system is also equipped with a 2-factor-authentication so that it is only possible for the Treasurer of Asset to access all the data and for the treasurer of the department to access that specific data of the respective department.

Asset will keep your personal information 2 years after you have unsubscribed from our association. Once this time period has expired, we will delete all your data out of our system. If you wish upon unsubscribing that we immediately delete your personal information, you should

indicate this in your email. Your personal information will then be deleted immediately. Your Curriculum Vitae and/or motivation letter will be deleted from our database 5 working days after the event took place.

### ❖ REGISTRATION FORM

Below, you find a list of the personal information which is collected via any registration form on the website. Furthermore, the purpose of collecting this information is explained. This personal information is necessary in order to make use of the services of the association. After filling in the subscription form of Asset, your personal information details will be saved in the member database of Asset. In table 1, the different mandatory personal information and the purposes of this data are explained.

<b>Mandatory Personal Information</b>	<b>Purpose:</b>
ANR	To create an unique ID within the Asset database
Student Number	To create an unique ID within the Asset database
Initials, first name, (prefix), and last name	To make a distinction between members and to address people correctly
Gender	To address people correctly
Date of birth	To determine if a member is younger or older than 18, which is important for the law. Also to send birthday cards to active members
“Do you speak dutch?”	To determine in which language we approach our members prior to and during events
Nationality	To determine in which language we approach our members prior to and during events
Address info	For sending documents, such as magazines and information about the Economic Business Week Tilburg and birthday cards for active members
University email address	To get and stay in touch in case of announcements, to send the newsletter with relevant information for the members
Non university email address	To get and stay in touch in case of announcements, to send the newsletter with

	relevant information for the members
(Mobile) Phone Number	To get in touch in case of emergency, and to clarify ambiguities and/or questions
First year of study	To make a distinction between different years of study for certain events
Study phase	To make a distinction between different years of study for certain events
Bank details (Country of bank, name of bank IBAN)	To withdraw the annual membership fee via automatic collection and to withdraw activity fees via automatic collection when this is necessary.
Study bachelor	To make a distinction between the study specializations of different members
Study (Pre)Master	To make a distinction between the study specializations of different members

*Table 1. Mandatory personal information and purposes*

Besides the mandatory personal information in the registration form, additional information is being requested for some events. In table 2, the different other personal information and purposes are explained.

<b>Other personal information:</b>	<b>Purpose:</b>
Interest	To see in which departments of Asset the student is interested
Committee Work	To send students who are interested in becoming active at Asset additional information
ID/Passport	To give members the opportunity to participate in trips outside of the Netherlands
Curriculum Vitae/motivation letter	To give members the opportunity to participate in events with CV/motivation letter selection
Allergies and food preferences	To be able to prevent allergic reactions
Medicines	For safety reasons during events (e.g. Study Trips)

Health Insurance	For safety reasons during events (e.g. Study Trips)
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Table 2. Other personal information and purposes

## ❖ WHAT ARE YOUR DATA PROTECTION RIGHTS?

Asset would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** - You have the right to request Asset for copies of your personal data. We will not charge you for this service

**The right to rectification** - You have the right to request that Asset correct any information you believe is inaccurate. You also have the right to request Asset to complete the information you believe is incomplete

**The right to erase** - You have the right to request that Asset erases your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that Asset restrict the processing of your personal data, under certain conditions

**The right to object to processing** - You have the right to object to Asset's processing of your personal data, under certain conditions

**The right to data portability** - You have the right to request that Asset transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via email: [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl).

## ❖ MAILINGS

All members of Faculty Association Asset will receive mailings from Asset and the department(s) of their interest. Asset sends their members the following mailings: invitations to General Member Meeting and Department Member Meetings, emails with updates about the general terms and conditions and Privacy Policy, company mailings belonging to their interests and monthly mailings from both the faculty association and the departments they have expressed an interest in. Company mailings and monthly mailings are only sent when a member indicates interest in this in the registration form to become a member of Asset

After logging in onto the website of Asset it is possible to adjust email preferences for monthly mailings. Every company mailing and monthly mailing also contains a link with the possibility to unsubscribe for future mailings. These adjustments are processed immediately. It is not possible

to unsubscribe from mailings for invitations to General Members Meeting and Department Member Meeting, and email with updates about the terms and conditions and Privacy Policy, because Asset is obliged to send their members these emails.

### ❖ PICTURES

When agreeing with the terms and conditions, you agree that Asset is authorized to take pictures during events and post these pictures on its website and social media. When you want a certain picture to be removed, please send an email to [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl) and we will remove the picture instantly.

### ❖ COOKIES

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information about cookies, visit [allaboutcookies.org](http://allaboutcookies.org).

Asset does not use cookies. Our website hoster, NoBears, collects and analyzes information about the use of this website. Your visit to the website is kept by means of cookies. The information we collect through these cookies is used by NoBears to make our website more user-friendly. If you do not want us to use these marketing cookies, you can indicate this in our cookie notification. You should take into account that this may limit the functionality of the website.

### ❖ CHECKING AND ADJUSTING PERSONAL DATA

When subscribed for Asset you can review your personal information after logging in onto the website of Asset (via your MyAsset account). It is always possible to request your personal information. This can be done by sending an email to [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl).

You can change your personal data also on the website of Asset via MyAsset. Changing your bank details is however not possible via the Asset website. In order to change your bank details, you should send an email to [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl) where you state your ANR, Name and right bank details and the comments that you want to change your bank details.

### ❖ THIRD PARTY LINKS

Our website (<https://asset-tilburg.nl>) may contain links to the sites of our partners. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Personal information of members will never be supplied to third parties unless the member has given explicit approval for this.

### ❖ REPORTING OBLIGATION DATA LEAK

Reporting obligation data leak, Asset is obligated to report any data leaks. A data breach is a confirmed incident in which sensitive, confidential, or otherwise protected data has been accessed and/or disclosed in any unauthorized way. If a data leak occurs, Asset is obligated to notify their members. When a data leak occurs, Asset will inform the parties involved within 72 hours. After a data leak, Asset will investigate where the leak could have occurred and how a similar leak in the future can be prevented. For more information about this, you can contact Asset via [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl).

### ❖ ADJUSTMENTS IN PRIVACY POLICY

It may occur that we change our Privacy Policy through time. Hence, it is advisable to review this Privacy Policy from time to time. Asset will also notify of any changes in this Privacy Policy through our promotional emails. The privacy policy was last updated on December 16, 2022.

### ❖ CONTACT US

If you have any questions or suggestions about Asset's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, do not hesitate to contact us via [info@asset-tilburg.nl](mailto:info@asset-tilburg.nl). The rest of our contact information can be found in the first paragraph

### ❖ CONTACT THE APPROPRIATE AUTHORITY

Should you wish to report a complaint or if you feel that Asset has not addressed your concern in a satisfactory manner, you may contact the Dutch DPA.

#### **Postal address**

Autoriteit Persoonsgegevens  
PO Box 93374  
2509 AJ DEN HAAG

#### **Telephone**

Telephone number: (+31) - (0)70 - 888 85 00  
Fax: (+31) - (0)70 888 85 01

#### **Visiting Address**

(only by appointment)  
Bezuidenhoutseweg 30  
2594 AV Den Haag

Please note that when visiting the Dutch DPA you need to show a valid identification