

Privacy Policy
of
Stichting Leiden Honours Community



Stichting Leiden Honours Community
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info@slhc.nl

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1. General Information

The Stichting Leiden Honours Community, located at Sterrenwachtlaan 11, 2311 GP Leiden, the Netherlands (hereafter: "LHC", "we", "our", "us"), is the administrator of the personal data referred to in this privacy policy. The LHC respects your privacy and complies with the applicable privacy laws in the European Union.

The website <http://www.slhc.nl/> (hereafter "website"), used by the LHC, is hosted by Weebly. For more information about the privacy policy of Weebly, you can consult <https://www.weebly.com/nl/privacy>.

The purpose of this privacy policy is to show how the LHC processes personal data and to inform you about what safeguards we have taken.

The document is intended to inform you about the processing and management of all personal data you provide to us, the reasons why we collect the data and how we ensure its security.

If you have any questions regarding our privacy policy, you can contact us via info@slhc.nl.

2. Overview of personal data

The LHC processes your personal data, because you make use of our services, and/or because you willingly provide them. You can find an overview of the personal data we may process below:

Personal Data	Comment
Identification Details <ul style="list-style-type: none">• First name• Surname• Date of birth• Email address• Gender• Address• Phone number• Language	<ul style="list-style-type: none">• Most of these identification details are necessary when signing up with the LHC.
Study/Career Details <ul style="list-style-type: none">• Student number• Study• Starting year• Expected final year• Honours track• Curriculum Vitae (CV)	<ul style="list-style-type: none">• A cv may be required for a selection process, or be optional for certain events. When requesting your cv, we will explicitly inform you of the purpose of the request and of any third party we might share it with.
Health Data <ul style="list-style-type: none">• Allergies• Food preferences• Insurance details	<ul style="list-style-type: none">• Allergies and/or food preferences can be shared with accommodations and/or catering facilities.• Insurance details may be required when signing up for international trips.

Financial Data <ul style="list-style-type: none"> • IBAN 	
Emergency Details <ul style="list-style-type: none"> • Information from an emergency contact <ul style="list-style-type: none"> ○ First name ○ Surname ○ Address ○ Phone number ○ Email address 	<ul style="list-style-type: none"> • Emergency details may be required when signing up for international trips.
Pictures	<ul style="list-style-type: none"> • Personal pictures taken during our events, or provided by you directly, can be posted on the website or on the social media pages of the LHC.

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

The LHC process the following special and/or sensitive personal data, if required for certain events:

- A copy of your passport or identification card;
- Health data, including allergies and insurance details.

4. Purpose of data processing

The LHC processes your personal data for the following purposes:

- Handling your payment;
- Sending our monthly newsletter;
- Contacting you, if necessary for providing our services;
- Keeping you up to date on our events;
- Informing you about events of third parties;
- Informing you about changes to our services;
- For analytical purposes for improving the website;
- For our internal bookkeeping;
- Compliance with Dutch laws and regulations.

The LHC processes special and/or sensitive data for the following purposes:

- Booking trips and accommodations;
- Satisfying identification requirements when visiting certain (governmental) institutions.

5. Retention periods

The LHC does not store your personal data for a longer period than is strictly necessary to realize the purpose for which your data is collected. We use the following retention periods for the following categories of personal data:

Category	Storage period	Reason
Identification details	5 years after signing up	To keep you up to date during your studies

Study details	5 years after signing up	To provide you with relevant information and gain insight into whether you have graduated.
Application information (such as Curriculum Vitae and a motivation letter)	1 month after the corresponding activity	To ensure proper handling of the activity
Financial data	1 year after the corresponding activity	To ensure proper handling of the activity and for proper bookkeeping
Copy of passport or identification card	1 month after the corresponding activity	To ensure proper handling of the activity
Health data	1 month after the corresponding activity	To ensure proper handling of the activity
Emergency details	1 month after the corresponding activity	To ensure proper handling of the activity
Pictures	Indefinitely	For promotion of the LHC

6. Sharing personal data with third parties

The LHC will not sell your information to third parties, and will only provide this information to third parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. The LHC remains responsible for these processing operations.

7. Cookies

The LHC does not use cookies or similar techniques.

8. View, modify or delete data

You have the right to view, correct or delete your personal data. 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 LHC and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have available to you in a computer file or to another organization as requested by you.

If you wish to exercise your right of objection and/or right to data portability or if you have other questions and/or remarks about data processing, please send a specified request to info@slhc.nl.

In order to ensure that the request for access has been made by you personally, we ask you to send a copy of your ID or passport with the request. Please make sure that your passport photo, MRZ (machine-readable zone, the strip with numbers at the bottom of the passport or identity card), the passport number or identity card number and Citizen Service Number cannot be read (for instance by making these details black) in this copy. This is to protect your privacy.

The LHC will respond to your request as soon as possible, but in any case within four weeks.

The LHC also wishes to point out that you have the opportunity to submit a complaint to 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>

9. Security

The LHC takes the protection of your data seriously and will take appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or that there are indications of misuse, please contact us via info@slhc.nl.

10. Data breach

The LHC attaches great importance to the protection of personal data. If something has gone wrong in the process and if this has caused a data breach, The LHC will report it to the Authority for personal data. In the event that the data breach may have negative consequences for a member, The LHC will inform the member and try to limit the damage.