



PRIVACY POLICY - D.B.S.G.STYLOS

Last modified January 24th 2025

The Delftsch Bouwkunde Studenten Gezelschap Stylos, located at Julianalaan 132-134, is responsible for the processing of personal data of its members as reflected in this privacy statement. It states which data are stored and for what purpose. In addition, members will find herein their rights and the contact person for questions or further information.

The contact details of D.B.S.G Stylos are:

D.B.S.G Stylos
Info@stylos.nl
015 278 3697

1 Overview of the personal data

D.B.S.G Stylos processes personal data because you are a member of the society and/or are utilising her services. By being a member of the society or by participating in her activities or events you agree to this privacy policy.

Below you can find an overview of what data we collect.

Personal data	Reason	Storage period
Basic personal data <ul style="list-style-type: none">NameInitials	To be a member, the society needs to have your basic personal data. For example, to correctly address her members.	Study time + 3 years.
Address information <ul style="list-style-type: none">AddressPostal codePlace of residenceCountry	To be a member, the society needs to have your address information. For example to send periodic publications, postcards or further correspondence via mail.	Study time + 3 years.
Contact details <ul style="list-style-type: none">Email addressTelephone numberMobile number	De society uses your email address to familiarise her members with her activities via. After your study time an email with information regarding the alumni events. Your email address and mobile phone number, together with your name, are also visible in the member base on the member area. This can be found on both the website and the Stylos app.	Study time + 3 years.
TU Delft <ul style="list-style-type: none">Study number	The D.B.S.G Stylos uses student numbers to monitor whether her members are still registered at the TU Delft.	Study time
Financial data <ul style="list-style-type: none">IBAN numberBIC CodeName card holder	Financial data may be processed or shared with Stylos' administration software for the purpose of executing collections or recognising transactions.	Study time or 7 years (legally required)



Parental information* <ul style="list-style-type: none">• Name*• Address*• Phone number*	Parental information will only be used in case of emergency.	Study time
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*This information is optional and not mandatory.

Besides these personal data D.B.S.G Stylos processes other data that have been given to us with consent. D.B.S.G Stylos has the right to ask for more personal data when activities or services require these. These are stated in the *Privacy Policy for events*.

2 Special and/or sensitive data we collect

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 on website visitors or members under the age of 16 unless they have parental or guardian consent. However, Stylos cannot verify whether a visitor is over 16. Therefore, parents are advised to be involved in the online activities of their children to prevent any collection of information about them without parental permission. Should it be suspected that personal data of a minor has been collected without consent, this can be contacted via info@stylos.nl. In that case, this information will be deleted.

3 Automatic decision-making

D.B.S.G Stylos does not make decisions based on automatic processing on matters that can have (significant) consequences for people.

4 Storage periods for personal information

D.B.S.G Stylos does not retain your personal data longer than is strictly necessary to realize the goals for which your data is collected. The retention periods can be found in section 1.

4.1 Alumni

When you graduate, D.B.S.G Stylos will get a notification from the Central Student Administration of the TU Delft. Your membership will end automatically, and you will become alumnus. Only your name, e-mail address and address will be saved. All additional personal data D.B.S.G Stylos has on you will be deleted. You will be informed of this change via e-mail and you can object by means of a reply

5 Sharing of personal data with third parties

D.B.S.G Stylos does not sell your information to third parties and only provides this information 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 order, we conclude a processor agreement, of which an example is given in section 5.2. To ensure the same level of security and confidentiality of your data, D.B.S.G. Stylos remains responsible for these processing operations.



5.1 Access to information

Only the board of D.B.S.G Stylos and the administrators of the website have access to the database where the personal data are stored. De database is stored on the servers of Genkgo.

5.2 Third parties where information is shared with

- Genkgo
De website and database are hosted by Genkgo. Data is therefore stored on the servers of Genkgo.
- TU Delft
To keep the database up to date, Stylos receives periodic updates from TU Delft. This makes it possible to check whether members are still studying at TU Delft. Furthermore, Stylos uses TU Delft's 'webdrive'. This is a cloud storage hosted by TU Delft. General data of the entire association are stored on it.

5.3 Photo publications

When you are a member of D.B.S.G Stylos and take part in the activities, photos showing you may end up on the website, the facebook and/or the annual. Photos are always selected with care prior to the publication. If you want to object to a photo, you can send an email to info@stylos.nl.

6 View, adjust or delete data

You have the right to view, correct or delete your personal data. You can do this yourself via the personal settings of your account. You also have the right to withdraw your possible consent to data processing or object to the processing of your personal data by D.B.S.G Stylos, and you have the right to data portability. That means you can make a request to send the personal data Stylos holds on you in a computer file to you or another organisation named by you.

If you wish to exercise your right of objection and/or right to data portability or have any other questions/comments on data processing, please send an itemised request to info@stylos.nl.

To ensure that the request for inspection is made by you, you will be asked to send a copy of your proof of identity with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip of numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. D.B.S.G Stylos will respond to your request as soon as possible, but in any case within four weeks.

D.B.S.G Stylos would also like to inform you that you have the opportunity to lodge a complaint with the national regulator, the Personal Data Authority. You can do so via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>



7 Security of personal data

D.B.S.G Stylos takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your details are not properly secured or if there are indications of abuse, please contact us via info@stylos.nl.

8 Changes to the privacy policy

D.B.S.G Stylos retains the right to change the privacy policy at any given time, without giving a notice. The changed documents will be available on the website.