**Privacy statement**

In this document, you will find information concerning the personal data that study association Maizena collects from its members and old members. The two aforementioned groups will be henceforth referred to as ‘members’. The study association does not collect or use information for other purposes other than those specified in this statement, unless you have given the association permission to do so in advance. This privacy statement is subject to change and members will be informed when new changes in this privacy statement are made.

**Membership forms**

Below, a list of personal data that are collected on the membership form is presented as well as the purposes for which these data are used. These personal data are necessary to use the services of the association. The personal data provided via the membership form are saved in the general member administration. These are saved on a secure server to which only the board members of Maizena and the coordinator of the research master program have access. The personal data are saved up to and including October of the academic year in which the member is currently a student at Radboud University. At this point Maizena will contact the graduating members to enquire if they would like to be kept on the alumni list, otherwise all data from the member will be removed from the records of Maizena before the start of the new academic year.

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| **Data:** | **Purpose:** |
| First and last names | To differentiate between members, to correspond through email, to register for workshops, parties, and trips |
| E-mail address | To contact the member and to stay in contact in case of announcement and/or invitations, to register for workshops, parties, and trips, and to send the newsletter which contains information deemed relevant for members |

When signing the membership form, one agrees to the processing of personal data for the above purposes.

**Consulting and adjusting your data**

It is always possible to consult your collected personal data with the secretary and to make a request to change, complement or delete the data.

**Objecting**

It is possible to object to the collection of personal data if Maizena processes personal data for the purposes of legitimate interests pursued by Maizena. Maizena shall then no longer process the personal data unless the controller demonstrates legitimate grounds for the processing which override the interests, rights and freedoms of the data subject.

**Obligation to report personal data breach**

Maizena has an obligation to report a personal data breach. The purpose of this obligation is to ensure that personal data are handled carefully, and that the security of personal data is sufficient. A personal data breach refers to the loss or the unlawful processing of personal data (as previously described). In certain cases of a personal data breach, Maizena is obligated to report this to its members. For more information about this, we refer members to the protocol personal data breaches.

**The travel form**

On the sign-up form for the Maizena trips additional data to the standard member administration are requested. These data are only collected from members that participate in the trips. Below, a list of data is presented that may be collected for the participation in a study trip. Other necessary, already known data can be derived from the members administration. To control these known data, they can be requested again on the study trip form. The data will be destroyed directly after the trip ends.

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| **Data**: | **Purpose**: |
| Phone number parent/guardian | To contact them in case of emergency |
| Food allergies | To provide a suitable dinner option |

This privacy statement is a translation of the Dutch, legally valid privacy statement. The Dutch version of the privacy statement is available on the Maizena website (Maizena.ruhosting.nl).