

# Privacy Statement Toneelgroep Twister

This document contains explanation regarding data of members, friends, donors, ticket buyers, business relations, and collaboration partners collected by Toneelgroep Twister or her committees. Toneelgroep Twister does not collect or use data for purposes other than the ones described in this statement, unless permission has been given beforehand. This privacy statement is subject to change. The members, friends and donors will be notified a minimum of two weeks before these changes are made official. They have the right to object to these changes within these two weeks.

## 1 The registration form and other data about members and friends

Below is a list with the data collected on the registration form and for what purposes this data is to be used. This data is required to make use of the services of the association. The data provided by the registration form will be stored in the general member file. Furthermore, this data will be stored in a digital administration software. A data processing agreement has been made with the admins of this administration software (Google Drive). Personal data will be stored up to a month after the start of the academic year following the cancellation of the member-, friend- or donorship with Toneelgroep Twister via the common procedure, i.e. by sending an e-mail to [twistertoneel@gmail.com](mailto:twistertoneel@gmail.com) before the start of the new academic year and/or not paying the membership fee. The data will be deleted afterwards. If someone wishes to become a member of friend again, they will have to fill in the registration form again.

Toneelgroep Twister collects the following data for her member- and friendship administration:

- The **student status** is required to check if a member is a student at Radboud University or HAN. This is used when requesting officer/rep bursaries and subsidies. This will not be collected from friends.
- The **first- and surname** are kept to differentiate between different members and friends and to check if a member is a student at Radboud University or HAN. Furthermore, these are used when requesting officer/rep bursaries and subsidies.
- The **student number** is used to check if a member is a student at Radboud University or HAN. This is used when requesting officer/rep bursaries and subsidies. This will not be collected from friends.
- The **date of birth** is used to check if a member is a student at Radboud University or HAN and to check whether a member of friend is allowed to consume alcohol.
- The **e-mail address** is used to stay in touch with the members and friends. Preferably, communications with the members and friends take place over e-mail. Members and friends can receive a monthly newsletter with information about the association's activities, other activities found to be interesting for the members and friends, and messages of different kind. Furthermore, members and friends receive invitations to and documents for general members meetings via e-mail.

- The **phone number** is used to stay in touch with the members and friends. They have the right to refuse providing this data.
- **Dietary restrictions** can be requested at a later date and will be used to provide a fitting meal, when relevant for a Toneelgroep Twister-related activity. This data will be requested on time for each individual, relevant activity. Because this is sensitive personal data, the data will be deleted within a week after the activity.
- **Bank details**, among which IBAN number and the name of the account holder, are used to satisfy authorisations and to reimburse claims. Toneelgroep Twister will never take money without a written authorisation. According to Dutch law, financial administration has to be stored for seven years. Therefore, bank details will also be stored for seven years.

Radboud University or HAN may ask Toneelgroep Twister to provide certain data collected via the registration form, with the intention to check the student status of members and thus verify the members list or to provide subsidies. This concerns the name of the member, the student number, the date of birth, and the date the member started studying. By signing the registration form one agrees with the processing and providing of the aforementioned data to the Radboud University, Radboud Fund, and the HAN. This does not apply to friends.

## 2 Donors

The following data is collected and processed for Toneelgroep Twister's donor administration:

- The **first- and surname** are kept to differentiate between donors.
- The **e-mail address** is used to stay in touch with donors. Preferably, communications with the donors take place over e-mail. Donors can receive a newsletter, depending on the donor-agreement, with information about the association's activities, other activities found to be interesting for the donors, and messages of different kind.
- The **phone number** is used to stay in touch with donors. They have the right to refuse providing this data.
- **Bank details**, among which IBAN number and the name of the account holder, are used to satisfy authorisations. Toneelgroep Twister will never take money without a written authorisation. According to Dutch law, financial administration has to be stored for seven years. Therefore, bank details will also be stored for seven years.

## 3 Ticket buyers

The following personal data is collected to facilitate the ticket sales of Toneelgroep Twister's productions.

- The **student status or Toneelgroep Twister member- or friendship** is necessary to check if a ticket buyer is a student at Radboud University or HAN or a member or friend of Toneelgroep Twister, with the purpose of providing student/member/friend discounts.
- The **first- and surname** are kept to differentiate between ticket buyers.
- **Bank details**, among which IBAN number and the name of the account holder, are used to satisfy authorisations. Toneelgroep Twister will never take money without a written authorisation. According to Dutch law, financial administration has to be stored for seven years. Therefore, bank details will also be stored for seven years.
- The **e-mail address** is used to contact ticket buyers to confirm their purchase.

#### 4 Business relations and collaboration partners

The following personal data is collected with the purpose of maintaining business relations and collaboration partners. This data will be deleted after the end of the collaboration, as long as there is no intention for further intention of getting in touch using the same data, except for bank details as specified below.

- The **first- and surname** are kept to differentiate between different contacts among business relations and collaboration partners.
- The **e-mail address** is used to stay in touch with business relations and collaboration partners and for the possible exchange of documents.
- The **phone number** is used to stay in touch with business relations and collaboration partners.
- **Bank details**, among which IBAN number and the name of the account holder, are used to satisfy authorisations and to reimburse claims. Toneelgroep Twister will never take money without a written authorisation. According to Dutch law, financial administration has to be stored for seven years. Therefore, bank details will also be stored for seven years.

#### 5 Access personal data

Access to collected personal data is limited to the board of Toneelgroep Twister and members of Toneelgroep Twister's committees. A registry is kept of the collected personal data. Each individual committee-member that wants to request personal data has to sign a declaration of secrecy beforehand, meaning that they will keep this data strictly within the relevant committee.

Personal data can be archived on encrypted hard disks, strictly in hands of the board. For example, this could be contact details of former members. Permission will be requested beforehand.

## **6 Looking through and changing personal data**

A member, friend or donor always has the right to request the secretary to allow them to look through their own collected personal data, and to request changing, adding to, or deleting their personal data from the membership administration. For all data goes that when changes, additions, or deletions occur, the member or friend is required to notify the board themselves.

## **7 Objecting**

It is possible to object to the collecting of personal data. If the grounds of Toneelgroep Twister outweigh the objection, Toneelgroep Twister might choose to continue processing the data.

## **8 Reporting obligations in case of a data breach**

Toneelgroep Twister has reporting obligations in case of a data breach. This is with the intention of increasing the care with which personal data is handled and to ensure the safety of this data. A data breach occurs when personal data is lost or illegitimate exchange of personal data occurs. In case of a data breach, Toneelgroep Twister is required to notify the person in question. If a member or friend suspects a data breach has occurred, they are required to notify the board as soon as possible, so aforementioned actions can be taken. The board of Toneelgroep Twister has two people responsible for privacy, one regarding technological and one regarding legal business relating to privacy. The board can be asked who these responsible persons are currently.