

## Privacy statement

This privacy policy has been compiled to better serve those who are concerned with how their personal data are collected and used by Study Association Synergy, hereafter referred to as Synergy. Synergy does not use the collected data for other purposes than those described in this privacy statement, unless written permission is given. This privacy statement is subject to changes and for this reason, members and donors are advised to check the privacy statement regularly.

## Records and contact information

Name association: Study Association Synergy  
 KvK: 40146454  
 Website: [www.synergy.nu](http://www.synergy.nu)  
 Visiting Address: Heyendaalseweg 141.00.180  
 6525 AJ Nijmegen  
 Postal Address: PO Box 9108  
 6500 HK Nijmegen  
 Phone: 024 361 55 98  
 E-mail: board@synergy.nu

## Personal information Synergy process

Synergy processes your personal information when you are using our services. Synergy processes personal information for the following goals:

- Giving you access to the Synergy website ([www.synergy.nu](http://www.synergy.nu));
- Giving you the possibility to subscribe for events on the Synergy website;
- Handling your payments;
- Sending messages, newsletters, magazines, and/or post (cards).

Synergy processes personal information via the registration form and via registration for events. Below, both are subscribed in detail.

### Registration form

Below, you find a list of the personal data that are collected via the registration form and for which purposes these are collected. These personal data are necessary in order to make use of the services of the association. In table 1, the different mandatory personal data and the purposes of these data are explained.

Mandatory personal data:	Purpose:
Student number	To indicate which type of membership is required / to apply for subsidies

First name, initials, and surname	To make a distinction between members and to address people correctly
E-mail	To get and stay in touch in case of announcements, to send the newsletter with relevant information for the members and to send mailings via the Career Vision Foundation
Date of birth	To determine if a member is younger or older than 18, which is important for the law / to send a birthday card to active members
Gender	To address people correctly
Address info	For sending documents, such as the Nijmegen Career Event magazine and birthday cards for active members
Start date study	To make a distinction between the study phases of different members
Bank details (IBAN and name of Bank account holder)	To withdraw the annual membership fee via automatic collection and to withdraw activity fees via automatic collection when this is necessary

Table 1. Mandatory data and purposes

Besides mandatory personal data, people can fill in some optional data in the register form. In table 2, the different personal data and the purposes of these data are explained.

<b>Optional personal data:</b>	<b>Purpose:</b>
Phone number	To get in touch in case of emergency, to clarify ambiguities and/or questions, to inform about Synergy activities, to contact in case of no-show for events and/or sudden changes thereof
Study info	To make a distinction between the study programmes of different members
Curriculum Vitae	To give members the opportunity to participate in events with CV selection

Table 2. Personal data and purposes

When you become a member, you agree that we may mail you twice per each year with announcements or with the question if you want to check your own data. Personal data of members and donors are saved as long as it is necessary, to provide the services of Synergy. When you unsubscribe, you will be asked to become an alumnus. If this is the case, Synergy will save the personal data as long as you are an alumnus. Terminating the membership at Synergy can be done by sending an email before or on the 30<sup>th</sup> of September. If a member cancels his/her membership after the 30<sup>th</sup> of September, their membership will be prolonged for the rest of the academic year, and their membership will be ended on the 30<sup>th</sup> of September of the following year.

### Registration for events

Depending on the event type, you may need to be a member of Synergy to participate in the event. For non-members it is sometimes possible to subscribe for events. To subscribe, non-members need to fill in their first-name, initials, surname, e-mail, and phone number. When an automatic collection is necessary, also the bank details are required. These data are collected for the same purposes as mentioned above. Synergy has the right to determine different prices for members and non-members. For events, it is possible that Synergy needs other information than described above (like allergies, buddies, kind of OV, delivery addresses, etc.). The purpose of this information is to make sure that you can participate in the event. This information will only be used for the event. The subscriptions of the events, and the personal data that comes with it, will be saved until the 30<sup>th</sup> of September of the next academic year.

### **Sharing personal data of members**

Your data is automatically shared with several parties if you become a member of Synergy. The personal data that are collected by the registration form or by the registration of an event are saved in a secured digital member file, that can only be accessed by board members of the association and the website administrators. The website administrators have signed a processor agreement.

The personal data that are collected by the registration form or by the registration of an event are also saved in a secured digital Cloud file, that can only be accessed by board members of the association and the Cloud administrators. The Cloud administrators have signed a processor agreement.

Also, by registering to Synergy, you are automatically registered to the mailing organisation Career Vision. Your name and e-mail address are shared with Career Vision. Career Vision keeps you up to date on interesting internships, job openings and business courses that the field of practice has to offer.

Along with that, it can occur that the Radboud University asks Synergy to provide certain personal data that are collected via the registration form. This is used to check the study phase of the members and thus to improve and check the member database. These personal data involve the name and study phase of members. By agreeing with this privacy statement, you agree with Synergy providing these personal data to the Radboud University and the Radboud Fonds.

By agreeing with this privacy statement, you agree with Synergy using previously mentioned personal data for previously mentioned purposes.

### **Sharing personal data for events**

The personal data that are collected by the registration of an event are saved in a secured digital member file, that can only be accessed by board members of the association and the website administrators. The website administrators have signed a processor agreement.

The personal data that are collected by the registration of an event are also saved in a secured digital Cloud file, that can only be accessed by board members of the association and the Cloud administrators. The Cloud administrators have signed a processor agreement.

Furthermore, committee members of Synergy can get personal information, including, but not limited to, name, e-mail address and/or Curriculum Vitae, with permission of the Synergy board, if required for a certain event, with good reason. Committee members that handle personal data have signed a confidentiality agreement.

If you pay for an event at the Synergy website, the financial transaction will pass through Mollie Payments. Mollie Payments will only deal with the financial transaction via IDEAL. There is no personal information shared with Mollie Payments.

For events, it is possible that Synergy needs to share personal information with companies who are involved with the event. The necessary information will only be shared when needed.

For some activities, Synergy will use your phone number to make a WhatsApp group. This will be used to send information more quickly. You will always have the opportunity to indicate that you do not want to join the WhatsApp group. The use of a WhatsApp group will be on the event information page, together with the deadline to indicate that you do not want to join the WhatsApp group.

By agreeing with this privacy statement, you agree with Synergy using previously mentioned personal data for previously mentioned purposes.

### **Cookies**

The Synergy website (synergy.nu) uses technical and functional cookies. Next to this, analytical cookies and Google Analytics that do not infringe with your privacy are used. A cookie is a small text file that is saved on your computer, tablet or smartphone at your first visit to the website. The cookies Synergy use are necessary for the technical use of our website and your ease of use. These cookies make sure the website is working properly and remembers your preferences for example. Synergy can also optimize its website with these cookies. You can unsubscribe for these cookies by changing the settings in your web browser to not save your cookies anymore. In addition, you can delete all information previously saved through the settings of your web browser.

### **Checking and adjusting personal data**

It is at all times possible to review and adjust your personal data, by logging in onto the website and to go to 'My details' (<https://www.synergy.nu/login/my-details>). If you have any questions about the privacy policy, privacy in general or the association in general, you can send an email to [secretary@synergy.nu](mailto:secretary@synergy.nu), or contact us via the contact information on the website and above in this document.

### **Objections**

It is possible to oppose to the collecting of personal data. When the reason for collecting data by Synergy is of greater importance than the objection, Synergy can choose to continue the processing of data. If the objection is solely based on the processing of certain personal data to the Radboud University, this too can be reported to Synergy. In case Synergy already provided personal data to the Radboud University, Synergy will notify Radboud University of the limitation of the data.

### **Security of personal data**

Synergy takes the protection of your personal data seriously and takes appropriate measures to counteract abuse, loss, unauthorized access, unwanted distribution, and unauthorized modifications. The website of Synergy uses a reliable SSL Certificate to ensure that your personal data is kept safe.

### **Reporting obligation data leak**

A data leak occurs when data are lost or wrongfully processed. Synergy is obligated to report any data leaks. When a data leak occurs, Synergy will inform the parties involved within 72 hours. After a data leak, Synergy 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 the board via [secretary@synergy.nu](mailto:secretary@synergy.nu) .