

## AIESEC in The Netherlands

### Privacy Notice

Last Update: 26-06-2018

#### **BASICS ABOUT US**

We are AIESEC in The Netherlands, a youth leadership movement which is passionately driven by one cause: peace and fulfilment of humankind's potential. We are registered in the official bodies of Stichting AIESEC Nederland under the number 41126152 at the KvK. Our registered address is Hogehilweg 15, 1101CB Amsterdam. We comprise AIESEC in The Netherlands and also the 11 local committees across The Netherlands.

We are committed to protecting and respecting the privacy of our website visitors. This policy explains how we process information that can be used to directly or indirectly identify an individual ("*personal data*"): thus, this policy applies to the situations in which we act as data controller of personal data and explains when and why we collect personal information about individuals, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

#### **COLLECTION AND USAGE OF PERSONAL DATA ABOUT YOU**

##### **Why we collect & process your personal data**

The purposes of processing your personal data are:

- to respond to requests,
- to channel your requests to the right teams and nearest local committees,
- to register you with an account (on [www.aiesec.org](http://www.aiesec.org)),
- to send you direct marketing information when consent has been given,
- to monitor and evaluate delivery of our services,
- to process an application to work with us,
- to carry out our obligations arising from any contracts entered into between you and us for services provided,
- to help provide you with access to our website, personalise your experience, and improve and develop it further,
- to record and deal with a complaint, record a request not to receive further information, and for other essential internal record keeping purposes,
- to process your personal information where we reasonably think that there is a risk of serious harm to you or someone else,
- where required we are subject to a legal obligation, we may process your personal information to fulfil that obligation.

The legal basis for such activities is either 'legitimate interest' or 'permission'.

### **What personal data we collect & process**

Personal data we process may include your name, email address, social media handles, birth date, phone number, mobile number, location, details of your education and career, demographic information such as education and gender, and other contact or identifying information you choose to provide, log information, device information, information collected by cookies and other tracking technologies.

Data protection law recognises that certain types of personal information are more sensitive. This is known as 'sensitive' or 'special category' personal information and covers information revealing racial or ethnic origin, religious or philosophical beliefs and political opinions, trade union membership, genetic or biometric data, information concerning health or data concerning a person's sex life or sexual orientation.

Sensitive information will only be collected where necessary, for example, we may ask you for your nationality when you sign up to become a member.

With your explicit consent, we may also collect personal information if you choose to tell us about your experiences relating to our services for use in testimonials.

### **When we collect your personal data**

#### **You directly give us information:**

We may collect and store information about you when you interact with us.

For example, this could be when you:

- apply to be an AIESEC member
- apply for one of our exchange programmes
- register for an AIESEC event or conference (e.g. this may require us to share your name and dietary requirements with venues)
- give us feedback
- make a complaint
- work with our organisation
- engage with us by phone, mail, in person or online.

#### **You indirectly give us information**

When you interact with us on social media platforms such as Facebook, Messenger, Instagram or LinkedIn we may also obtain some personal information about you. The information we receive will depend on the privacy preferences you have set on each platform and the privacy policies of each platform. To change your settings on these platforms, please refer to their privacy notices.

We may obtain information about your visit to our site, for example the pages you visit and how you navigate the site, by using cookies. Please visit our [cookies policy](#) for information on this.

## RETENTION OF PERSONAL DATA ABOUT YOU

We shall retain personal data for no longer than necessary for the purposes for which it was collected, taking into account the guidance issued by the supervisory authority.

## RECIPIENTS OF PERSONAL DATA ABOUT YOU

We process your details internally. However, we may disclose information about you to data hosting or third party service providers, such as Salesforce, Formstack, YouCanBookMe, Zapier, Mailchimp, Formalities Cloud, DCC, Dropbox, Google (G-Suite, Analytics) and <https://www.aiesec.org>, so as to deliver our services and projects. These providers will only act under our instruction and are subject to pre-contract scrutiny and contractual obligations containing strict data protection clauses.

We may transfer information about you to other AIESEC entities and partners for purposes connected with the ones mentioned in this privacy notice or for the management of our business.

We may, on occasion decide to use the services of a supplier outside the European Economic Area (EEA), which means that your personal information is transferred, processed and stored outside the EEA. You should be aware that, in general, legal protection for personal information in countries outside the EEA may not be equivalent to the level of protection provided in the EEA.

However we take steps to put in place suitable safeguards to protect your personal information when processed by the supplier such as entering into the European Commission approved standard contractual clauses. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA

## YOUR RIGHTS

You are guaranteed several rights, which are mentioned below:

- **Right to be informed** | You have the right to be informed about the processing of your personal data. Thus, in order to make you able to make decisions regarding your privacy and have control over your personal data, we tell you why we need your personal data, what is the legal ground for processing it and every relevant detail regarding the processing activities, as you can see in this privacy policy.
- **Right to access** | You have the right to access your own personal data and the right to receive relevant information regarding the processing of your personal data. Thus, you can ask us for a copy of the personal data we hold about you so that you can know if and what kind of personal data is being processed, why it is being processed and who is processing it, being able to enforce your rights. You can contact us so as to exercise this right.

- **Right to rectification** | You have the right to have your personal data rectified/completed in case it is inaccurate/incomplete. You can contact us so as to exercise this right.
- **Right to erasure** | In certain circumstances, you may request the erasure of personal data where there is no compelling reason for its continued processing. You can contact us so as to exercise this right.
- **Right to restriction of processing** | Under certain circumstances, we may suspend processing activities – and you may also ask us to pause the processing of your personal data. In other words, we will keep your data, but won't further process it – and you can contact us so as to exercise this right.
- **Right to data portability** | You may obtain your data from us so as to transfer it to another system: thus, we will provide you with a copy in a structured, commonly used format. You can contact us so as to exercise this right.
- **Right to object** | In some circumstances, you have the right to object (\*i.e., say that you don't – or no longer – agree with the processing and ask us to stop) to the processing of your personal data regarding your particular situation. This right applies to processing based on direct marketing purposes and, usually, to some other purposes (such as some legitimate interests).
- **Rights regarding automated decision making** | You have the primary right not to be subject to activities only based on automated processing and whose decision has legal or relevant effects on you. However, whenever we carry out automated decision making (either because of a contract or because of your consent), you shall be able to be informed, express your point of view, challenge eventual decisions and obtain human intervention. You can contact us so as to gather further information.

If you have provided consent for the processing of your data, you have – in certain circumstances – the right to withdraw that consent at any time, which will not affect the lawfulness of the processing before your consent was withdrawn.

By the way, if you want to know more about your rights, we suggest that you read the guidance provided by the Information Commissioner's Office of the United Kingdom, which is available [online](#).

Lastly, if you are not happy with the way we are dealing with personal data, you may contact a supervisory authority: Autoriteit Persoonsgegevens, P.O. Box 93374, 2509 AJ The Hague. Alternatively you can visit their website or call +31 (0)70 888 85 00.

## ABOUT YOUR PRIVACY

Information shall be handled based on the principle of confidentiality, so it is stored securely and accessed by authorised individuals only. We are committed to implementing and maintaining appropriate technical, security and organisational measures to protect personal

data against unauthorised or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure, such as:

- We limit access to information on a need-to-know basis and take appropriate measures to ensure that our people are aware that such information is only used in accordance with this Privacy Notice.
- We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, volunteers and contractors.
- Our online forms are always encrypted and our network is protected and routinely monitored.
- Please be aware that there are always inherent risks in sending information by public networks or using public computers and we cannot 100% guarantee the security of data (including personal information) disclosed or transmitted over public networks.

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy notice. Please note that the transmission of information via the internet is not completely secure: even doing our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site (so any transmission is at your own risk), but, once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

## **OUR PRIVACY MANAGER/DATA PROTECTION OFFICER**

We have a Privacy Manager/Data Protection Officer who is responsible for matters regarding privacy and data protection. Thus, in case you have any questions regarding this policy and/or our privacy practices:

Hogehilweg 15, 4<sup>th</sup> floor  
1101CB Amsterdam  
The Netherlands

matthijs.germs@aiesec.net  
+31 (0)20 354 25 20

## **FOR FURTHER INFORMATION ABOUT US**

In case you want to contact us, please feel free to do so!

Stichting AIESEC Nederland  
Hogehilweg 15, 4<sup>th</sup> floor  
1101CB Amsterdam  
The Netherlands

info@aiesec.nl  
+31 (0)20 354 25 20

### **REVIEW OF THIS POLICY**

We keep this policy under regular review, so please check this page occasionally to ensure that you're happy with any changes. This policy was last updated on 26-06-2018.