

Privacy Policy BuCom 2022

1. Required data

- In order to participate in the BuCom 2022, all participants must provide the following information to the BuCom committee:
 - Full name
 - Email address
 - Phone number
 - IBAN
 - Location of bank
 - Medical information, such as (food) allergies
- Additional data can be collected by the BuCom if the committee becomes aware of the need for that specific additional data by a third party involved in the study trip. The participants will be informed when additional data must be collected.
- The data that will be collected, as well as the purpose of the data, will be summarised on the website and the committee will be responsible for keeping this up to date
- If a participant does not wish to provide the required personal data, that person cannot participate in the BuCom 2022.

2. Purpose

- The purpose of the required data is:
 - Full name, to identify the participant
 - Email address, to contact the participant and to confirm the completion of the subscription form
 - Phone number, to be able to contact the participant during the trip
 - IBAN, for collecting the participant's fee
 - Location of bank, idem
 - (Food) allergies, such that the committee can avoid medical complications for the participants
- The board of Astatine may keep a list of the names of participants for the purpose of defining priority in future study trips
- The type and purpose of additional data that could be asked is for example:
 - Age and nationality, by accommodations
 - Study year and study direction, by research institutes or companies in order to offer content that is more fitting with the participants' interests
 - ID document number and/or personal number, by research institutes or companies in order to be allowed entrance
 - Etcetera

3. Acquisition, processing and storage

- The required personal data will be acquired through the Google sign up form. The participant has to fill in all the requested information, which the committee will use for the purposes mentioned above.
- Acquired personal information will be shared with third parties, as stated in paragraph 2, only if the possession of this private data is necessary for the completion of the programme prepared by the committee. In this case the committee will make sure that the participants' data is properly processed and stored by the third parties.
- All the data, with the exception of a list of names of the participants, will be destroyed at the closing of the academic year.

4. Accessibility of the data

- The stored data is only accessible to the members of the BuCom and the board representatives of S.A. Astatine.
- The members of the committee and the board of Astatine are only allowed to access the data if it must be disclosed to a third party related to the trip.

Research done during brainstorm session 03-02:

This is just to show that we act in accordance with the law

Previous Bucom's have informed us about "illegal data gathering and storage" methods. So we have to look at how to properly address this.

What needs to be done:

- Find out if/how the GDPR laws affect our data gathering (See "GDPR stuff" in drive)
 - purpose of collection must be stated, data cannot be processed for anything else
 - processing must be adequate and relevant (data minimisation)
 - kept in form which allows identification for no longer than is necessary
 - processing is lawful if: participant has consented, processing is necessary and processing is necessary for legal compliance
 - we must show that the participant has consented to the processing
 - We cannot gather data revealing:
 - racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation
- Find out what information may be needed from participants and why (GA: Required data)
 - Previous BuCom asked in the contract for:
 - Name
 - NNV number
 - IBAN
 - Location of bank
 - ID: document number and/or personal number
 - This could be disclosed to travel companies and excursion companies
 - We will have to wait for the terms of hostels, institutes and Brookhuis in order to determine exactly what we need
- Figure out how to properly gather and **store this information** (GA: How the data acquired, processed and stored & Who will have access to the data)
- Set up NDA-ish document explaining relevant information on the gathering and storage of personal data (GA: Purpose of the data)
- Discuss document with board, and eventually RvA