

# Privacy statement

*W.S.Z.V. Aqua*

*Last revised on 06-09-2023*

*Important note: This is a translation of our Dutch Privacy statement. Therefore, this document is not binding. If you have any questions about the translation, or anything is not clear. Please contact the board.*

W.S.Z.V. Aqua registers and processes personal data of its members and contact details of sponsors. W.S.Z.V. Aqua considers it important to handle this information with care. That is why we want to inform you by means of this privacy statement about how and for what purpose W.S.Z.V. Aqua processes the data of its members, alumni, introduction members and sponsors. In doing so, we comply in all cases with applicable laws and regulations, including the General Data Protection Regulation (In Dutch: Algemene Verordening Gegevensbescherming or AVG). The board is responsible for the processing and protection of the data. We do not collect or use information for purposes other than the purposes described in this privacy statement, unless we have requested and received your permission in advance.

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## What personal data do we collect and why?

### Members

WSZV Aqua only collects and processes personal data with your permission. You provide the data that we collect and process yourself using the signed registration form. A person cannot become a member if they refuse to provide the necessary information. These data include:

- Name and address details (Name, Address, Postal code, City)
- Primary email address
- Date of birth
- Gender
- Payment details (Bank, Bank account number, Name Account holder , Permission for direct debit: Yes / No)
- WBA sports card number
- WUR registration number
- Ability to swim: Yes/No

We also ask you to provide a phone number. It is not mandatory to share this information with W.S.Z.V. Aqua.

In addition, we ask you to state the name of a contact person in case of emergency and an emergency telephone number in your registration form. These will only be used in an emergency. It is not mandatory to share this data with W.S.Z.V. Aqua.

We also ask you to provide a secondary email address. It is not mandatory to share this data with W.S.Z.V. Aqua.

Furthermore, we ask you to share your previous sailing experience with us. It is not mandatory to share this data with W.S.Z.V. Aqua.

Finally, we ask whether you have had a prior membership with Scouting Nederland. You are asked to share the group and city with us. It is not mandatory to share this data with W.S.Z.V. Aqua.

We collect and process the personal data for the following purposes:

Personal data	Goal	Receivers	Basis
Name and primary email address	Using the Mailchimp program, creating mailing lists necessary for announcements and communication about upcoming association activities including GMA's. This also includes sending the weekly newsletter.	Board	Performance of Agreement

Name and primary email address	To make it possible for the member in question to create an account on the website (www.wszvaqua.nl).	Board, Website administrators	Performance of Agreement
Secondary email address	To contact a member in the event that the primary email address no longer works.	Board	Permission
Phone number	To create WhatsApp groups for announcements and communication regarding association activities and promoting communication between members.	All members and alumni of W.S.Z.V. Aqua	Permission
Name and phone number of emergency contact person	To be able to reach a contact person in case of an emergency.	Board	Permission
Ability to swim: Yes/No	To be able to determine whether the member concerned is allowed to sail.	Board	Performance of Agreement
Sailing experience at the time of registration	To estimate the sailing level of the relevant member. This is used to align training sessions with the sailing level of the relevant member.	Board, Schippersraad	Permission
Date of birth	To check on the legal drinking age (> 18 years).	Board	Performance of Agreement
Name, Address	Providing members with a surprise in connection with an association activity, if the board considers this appropriate.	Board, WalCie	Performance of Agreement
Name, WBA sports card number and WUR	To be able to keep the administration requested	Board, Thymos and SCB	Information is provided to Thymos and SCB on the basis of this privacy statement. Possession of

registration number	by Thymos and Sports Center de Bongerd (SCB) so that we can receive subsidies and canteen money.		sports rights is mandatory to become a member of W.S.Z.V. Aqua. Since the member technically enters into a separate membership with Thymos and SCB, the processing and storage of this data falls under Thymos and SCB, and logically under their privacy statement. W.S.Z.V. Aqua therefore does not have a processor agreement with Thymos and SCB. W.S.Z.V. Aqua recommends that you always consult the relevant privacy statement. With the permission of the member concerned, given by agreeing with this privacy statement, the board of W.S.Z.V. Aqua will pass on the data to Thymos and SCB, which it stores under the effect of its own privacy statement;
Name and address details, primary email address, gender, date of birth and possibly Group / City of a previous membership at Scouting Nederland	To register members with Waterscouting Musinga-Rijn.	Board, Waterscouting Musinga-Rijn	Information is provided to Waterscouting Musinga-Rijn on the basis of this privacy statement. Since the member technically enters into a separate membership with Waterscouting Musinga-Rijn, the processing and storage of this data falls under Waterscouting Musinga-Rijn, and logically under their privacy statement. W.S.Z.V. Aqua therefore has no processing agreement with Waterscouting Musinga-Rijn. W.S.Z.V. Aqua recommends that you always consult the relevant privacy statement. Logically, this does not apply to members who are not registered with Waterscouting Musinga-Rijn. With the consent of the member concerned, the board of W.S.Z.V. Aqua will be passed on to Waterscouting Musinga-Rijn, which it will store under the effect of its own privacy statement;
Name, Date of Birth, Address, Startdate membership	For giving student discounts on match licenses.	Board, Watersportverbond, Nestor	Information is provided to the Watersportverbond and Nestor on the basis of this privacy statement. Since the member technically enters into a separate membership with the Watersportverbond and Nestor, the processing and storage of this data falls under the Watersportverbond and Nestor, and logically under their privacy statement. W.S.Z.V. Aqua therefore has no processing agreement with the Watersportverbond and Nestor. W.S.Z.V. Aqua recommends that you always consult the relevant privacy statement. With the consent of the member concerned, given by agreeing with this privacy statement, the board of W.S.Z.V. Aqua will be passed on to the Watersportverbond and Nestor, which will store it under the effect of their own privacy statement;
Payment details	For collecting, among other things, contribution and	Board, KasCo (Cash control committee)	Performance of Agreement

	participant money from association activities said member participated in. And to be able to reimburse advanced costs in the name of WSZV Aqua.		
Name, E-mail address	For creating an account on We-Declare in order to declare advanced costs in the name of WSZV Aqua.	Board, KasCo (Cash control committee)	Performance of Agreement
Name, primary email address, Payment details, name and address details, gender, date of birth and possibly Group/City from a previous membership with Scouting Nederland, WBA sports card number, and WUR registration number	Only to be able to train the candidate secretary, the candidate treasurer, and the candidate commissioner internally in their future positions. In the month before the AGM change, they will learn to perform official duties, under the guidance of the current board members. During this month they will see member data. They cannot independently view or adjust data without the guidance of current board members.	Candidate Board	Performance of Agreement

The aforementioned data is processed in the Conscribo accounting and membership administration system. A copy is also made in Google Drive that is only accessible to the board. This copy is only used as a backup.

Members of W.S.Z.V. Aqua can use online registration forms to ask other members to provide personal data that is necessary for organizing activities. This data is processed and stored on the website ([www.wszvaqua.nl](http://www.wszvaqua.nl)) and / or the Google Drive of the relevant organizing party, which is also accessible to the board at all times. This data may possibly include special personal data, such as allergies. See the chapter special personal data for this. Please note that the personal data you enter on the website is accessible to all members and alumni of W.S.Z.V. Aqua until after the end of the activity in question. After the activity has ended, the data is only visible to website administrators and the board.

### Alumni (Sterk Water)

When someone becomes an alumni member, the following information will be stored in the W.S.Z.V. Aqua membership file:

- Name and address details (Name, Address, Postal code, City)
- E-mail address
- Phone number
- Payment details (Bank, Bank account number, Account holder's name)

Permission for direct debit will be requested again: Yes / No.

The other data will be deleted according to the retention period after cancellation of the membership.

We collect and process the personal data for the following purposes:

<b>Personal data</b>	<b>Goal</b>	<b>Receivers</b>	<b>Basis</b>
Name and address details, email address and phone number	Being able to maintain contact with alumni.	Board, Alumni-board	Performance of Agreement
Payment details, Name and address details, signature	To be able to legally collect the reunion contribution and participant fees for the reunion activities participated in. For direct debits, we are obliged to have a mandate signed by the recipient and to keep this mandate. This mandate must by law contain this information.	Board, KasCo (Cash control committee)	Performance of Agreement

The aforementioned data is processed in the Conscribo accounting and membership administration system. A copy is also made in Google Drive that is only accessible to the board. This copy is used only as a backup.

## Introduction-members

W.S.Z.V. Aqua only collects and processes personal data with your permission. You provide the data that we collect and process yourself using the signed registration form. A person cannot participate in the introduction period if they refuse to provide the necessary information. These data include:

- Name
- Phone number
- Email address
- Date of birth
- Gender
- Possession of swimming diploma

We also ask you to provide us with your payment details (Bank, Bank account number, Account holder name, Direct debit consent: Yes / No). It is not mandatory to share this data with W.S.Z.V. Aqua. If you do not want to share this information with us, we ask you to bring the participant fee in cash.

In addition, we ask you to provide the name of an emergency contact person and an emergency telephone number in your registration form. These will only be used in an emergency. It is not mandatory to share this data with W.S.Z.V. Aqua.

We also ask you to share your previous sailing experience with us. It is not mandatory to share this data with W.S.Z.V. Aqua.

We collect and process the personal data for the following purposes:

<b>Personal data</b>	<b>Goal</b>	<b>Receivers</b>	<b>Basis</b>
Name and email address	To contact and provide information about the induction period.	Board, CommoCie (Introduction Committee)	Performance of Agreement
Name and phone number	For creating WhatsApp groups for announcements and communication about introductory activities.	Board, CommoCie (Introduction Committee), Buddies (members who supervise introduction members during the introduction period), other introduction members who are in the same buddy group	Performance of Agreement
Name and phone number of emergency contact person	To be able to reach a contact person in an emergency.	Board, CommoCie (Introduction Committee)	Permission
Ability to swim: Yes/No	To determine whether the relevant introduction member is allowed to	Board, CommoCie (Introduction Committee)	Performance of Agreement



	sail		
Sailing experience at the time of registration	To estimate the sailing level of the relevant introduction runner. This is used to align training with the sailing level of the relevant introduction members.	Board, CommoCie (Introduction Committee)	Permission
Date of birth	To check on the legal drinking age (> 18 years).	Board, CommoCie (Introduction Committee)	Performance of Agreement
Payment details	For collecting the participant money of the introduction period.	Board, CommoCie (Introduction Committee), KasCo (Cash control committee)	Permission
Name, Gender and Date of birth	Ensuring introduction-members during the introduction activities.	Board, CommoCie (Introduction Committee), Waterscouting Musinga-Rijn	Performance of Agreement

The aforementioned data is stored in Google Drive in a folder that can only be accessed by the board and the CommoCie (Introduction Committee).

## Sponsors

If a company or institution concludes a sponsorship contract with W.S.Z.V. Aqua, we store the following personal data:

- Name;
- Phone number;
- E-mail address;

We collect and process the personal data for the following purposes:

<b>Personal data</b>	<b>Goal</b>	<b>Receivers</b>	<b>Basis</b>
Name, Phone number, Email address	To contact the appropriate sponsor.	Board	Performance of Agreement

The aforementioned data is stored in Google Drive in a folder that can only be accessed by the board.

## Sensitive personal data

W.S.Z.V. Aqua has an internal system whereby members can approach a trust person.

Issues requiring additional action from the trust person are recorded in a special file. Its content is approved by the relevant member. Extra action is understood to mean; actually having to intervene in whatever form to resolve the issue presented. Just hearing and discussing the matter is not included. The files are only physically stored, in a closed container in the archive of the association at Thymos.

W.S.Z.V. Aqua processes the following special personal data when registering for activities for which they are necessary:

- Information about your health, such as allergies, which is relevant to the activity.

This data is processed and stored on the website ([www.wszvaqua.nl](http://www.wszvaqua.nl)) and / or the Google Drive of the relevant organizing party, which is also accessible to the board at all times.

We collect and process the personal data for the following purposes:

Personal data	Goal	Receivers	Basis
Information about your health, such as allergies, which is relevant to the activity.	Taking dietary requirements, allergies and other health complaints of participants into account during association activities.	All members and alumni of W.S.Z.V. Aqua	Performance of Agreement
Trust person files	The adequate handling of issues presented to a vertrouwenspersoon.	Trust person	Permission

## Minors

We only process personal data of minors (people under 16 years of age) if written permission has been given by the parent, carer or legal representative.

## Providing personal data to third parties

Personal data is only processed within W.S.Z.V. Aqua, with the following exceptions:

- Participation of members in activities organized by a party other than W.S.Z.V. Aqua;
- At the request of and when obtaining subsidies from institutions such as Thymos, Sports Center de Bongerd and the educational institutions of Wageningen;
- Applying for a board grant and lustrum committee grant (FOS), in which the names and student numbers of members are shared with the grant-providing institution;
- Registration of members who enter into a membership with Waterscouting Musinga-Rijn. This membership is necessary to participate in activities in the waters of Waterscouting Musinga-Rijn. A member can renounce this membership, knowing that this means that you

cannot participate in association activities that take place on the grounds of Waterscouting Musinga-Rijn.

- If the CvA (advisory committee) strictly requires access to assist the board with specific issues. Access will only be enhanced as long as this issue is ongoing and will be withdrawn once the issue has been completed
- Legal obligation. An example of this is that the police request (personal) data from us in the context of an investigation. In such a case, we must cooperate and are therefore obliged to provide this information.

W.S.Z.V. Aqua will not sell, rent, distribute or otherwise make the personal data commercially available to third parties without prior permission. W.S.Z.V. Aqua only provides the personal data to third parties that are minimally necessary for the predetermined purpose, because W.S.Z.V. Aqua strives for minimal data exchange. Where possible, less or no personal data is exchanged.

## **Imagery conditions**

During activities of W.S.Z.V. Aqua audio and video recordings are made of members. Below is a description of how we deal with this.

### **Website**

Photos taken during activities can be uploaded to the W.S.Z.V. Aqua website via Flickr. These photos are protected by an account with a password. Only members and alumni are entitled to access the audio and video recordings. The images of activities are therefore not publicly accessible, but only for members and alumni of WSZV Aqua. Photos are filtered for representativeness before being placed on the website. If you object to the posting of all / specific audio and video recordings on the website on which you are recognizable, you can indicate this to the board by email.

### **(Social) media**

Audio and video recordings can also be used on the (social) media channels of W.S.Z.V. Aqua. Audio and video recordings can also be placed in the weekly newsletter and in the almanac. Both atmospheric photos and personal photos are posted on the (social) media, with or without mention of a name. Photos are filtered for representativeness before being placed on the website. The social media channels are publicly accessible. The photos in the almanac and weekly newsletter are not.

The board or committees can post audio and video recordings on (social) media unless objections have been indicated by the member concerned. If you wish to withdraw permission for the posting of all / specific audio and video recordings on (social) media on which you are recognizable, you can indicate this to the board by email. In the case of (social) media, objections can also be passed on after posting, after which the audio and video recordings will be removed.

### **Physical Promotion Material**

Before placing photos on flyers, posters, leaflets or other physical promotional material, permission is requested from the relevant members.

## **Use of cookies**

We use cookies on the website ([www.wszvaqua.nl](http://www.wszvaqua.nl)) so that you remain logged in to the website, collect statistics about the use of the website and for the proper functioning of the website.

## **Third-party website**

You should be aware that WSZV Aqua is not responsible for the privacy statement of other sites, which are available via a link on our website. We recommend that you always consult the privacy statement and disclaimer of that other website when approaching third-party websites via our website.

## **Retention period**

We do not store your personal data longer than necessary. Details of everyone who joins, both members and alumni, will be deleted when processing the deregistration. The deletion of data will take place no later than six months after the latest unsubscribe date (November 30). Exceptions to this are financial data with a legal retention period of seven years and data that are necessary for checking a deregistration if there is uncertainty about this.

Also excluded from this are the audio and video recordings. Image and sound recordings on the public (social) media channels and the W.S.Z.V. Aqua website can remain on these media for an undefined period of time.

The data of the online registration forms for association activities will be deleted within one year after the relevant activity. Retention of this data during this period is necessary for the financial completion of the activities and other financial purposes.

The details of introductory members will be deleted within six months after the introduction period has taken place. Retention of this data during this period is necessary for the financial completion of the activities and other financial purposes.

Special data will be deleted immediately after termination of the membership or when the member concerned requests to delete this data. According to the House Rules, files of trust persons must be immediately destroyed if:

1. The member concerned leaves the association.
2. The accused is found innocent.

Sponsors' data will be deleted within one year after the sponsorship contract expires. Retention of this data during this period is necessary for the financial completion of the sponsorship and other financial purposes.

## **Right of access, change and deletion**

Each member has the right to view and change their data. A member also has the right to be forgotten (right to forget). This is a right for citizens of the European Union to have privacy-sensitive information deleted by processors of personal data.

- If this right is invoked, any membership will be terminated immediately.

- Exceptions to this right are made for debtors of W.S.Z.V. Aqua. They can exercise the right to be forgotten as soon as the debtor has paid the amount due.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [wszv.aqua@wur.nl](mailto:wszv.aqua@wur.nl) with the title 'Personal data'. We will respond to your request as soon as possible. You also have the right to file a complaint with the Dutch Data Protection Authority. This is the supervisory authority in the field of privacy protection.

If you wish to withdraw the consent given to receive the newsletter, you can do so by unsubscribing via the unsubscribe link in the newsletter.

## **Data protection**

W.S.Z.V. Aqua takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you have the impression that your data is not properly secured or there are indications of abuse, please contact the board.

## **Changes**

W.S.Z.V. Aqua reserves the right to make changes to the privacy statement. This must be voted on by means of an GMA. If the privacy statement is amended, we will inform you by e-mail and a message in the newsletter. If you do not agree with the changes, you can cancel your membership.

If you continue to use our services after we post or send notice of our changes to this Privacy Statement, you acknowledge that this means that the collection, use and sharing of your personal information will be covered by the updated Privacy Statement as of the effective date.

## **Contact**

If you have any questions about this privacy statement, you can contact us:

Mailing address:  
W.S.Z.V. Aqua  
Bornsesteeg 2  
6708 PE Wageningen  
[wszv.aqua@wur.nl](mailto:wszv.aqua@wur.nl)

On behalf of the board of W.S.Z.V. Aqua