

IMPAA PRIVACY DECLARATION

Version 3 - April 2021

This is the privacy declaration of *Master in International Public Management and Public Policy Alumni Association* (IMPAA) (Burgemeester Oudlaan 50, Erasmus University Rotterdam), registered in the commercial register of the Chamber of Commerce with registration number 67476899.

You share your personal details with us. We think it's important that we handle your personal details with care. Therefore, in this document we explain how we process your data and what rights you have. If you have questions after reading this statement, please send an email to the IMPAA Board (impaa@essb.eur.nl).

1. Use of personal data

1.1. We ask for your personal data when you become a member of IMPAA by registration via the Credit Mandate form. And via the event registration form on the IMPAA website, facilitated by the Erasmus University Rotterdam (EUR).

1.2. In that way, we collect the following personal data:

- first and last name;
- initials;
- date of birth;
- e-mail address;
- current employer & position;
- telephone number;
- address (street, number, zip code, city and country);
- bank account details (IBAN, BIC / bank name and name);
- year of graduation;
- country of residence.

1.3. We only ask for your personal data when we have a reason to do so. We use this data for the following reasons:

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| • first and last name: | to identify you as a member; |
| • date of birth: | to identify you as a member; |
| • e-mail address: | to send IMPAA related information; |
| • current employer & position: | to facilitate networking at the annual event; |
| • address: | to collect the yearly membership fee; |
| • bank account details: | to collect the yearly membership fee; |
| • year of graduation: | to facilitate networking at the annual event; |
| • country of residence: | to facilitate future local networking events. |

2. Retention period

2.1. Personal data are stored for a certain period of time, dependent on the reason they are asked. After this period, all data will be removed:

- a) registration at IMPAA: during membership period and two years after, financial administration for 7 years as legally obliged.
- b) registration for activities: until the activity has taken place.

3. Photos and videos

- 3.1. During events, photos or videos could be taken. This footage is only used for promotion purposes via social media (e.g. LinkedIn and Facebook) and the IMPAA section on the EUR.nl website.
- 3.2. When you wish that certain pictures or videos are removed, this will happen immediately.
- 3.3. When you wish not to be photographed or filmed, you can contact the IMPAA Board prior to the activity (impaa@essb.eur.nl).

4. Information, correction and protest

- 4.1. You can contact the IMPAA Board at impaa@essb.eur.nl if you:
 - a) want more information about the way we process your personal data;
 - b) have questions following this privacy policy;
 - c) want to request inspection, correction or removal of your personal data;
 - d) have protest or complaints about the use of your personal data.

5. Third parties and data handling

- 5.1. We do not explicitly share your personal data to any third party.
- 5.2. The IMPAA Board processes all personal information using ICT infrastructure (i.e. e-mail) provided by the EUR. The ICT department of the EUR has therefore access to this information during the processing steps.
- 5.3. The final processing step is the storage of all personal information in a secure vault provided by the EUR. Only selected members of the IMPAA Board have access to the contents of the secure vault.

6. Notification to person involved

- 6.1. When a breach of security takes place, you will be notified when the breach has possible consequences related to the personal information we have received from you.

7. Cookies

- 7.1. The IMPAA section on the EUR.nl website makes use of the EUR cookie policy, available on the EUR website (<https://www.eur.nl/en/disclaimer/cookies>).

8. Changing of the privacy policy and contact details

- 8.1. IMPAA can adjust the privacy policy to keep it up-to-date. On the our website you can find the most recent version of the privacy declaration. The IMPAA Board advises you to regularly check the current declaration. When important changes are made, the IMPAA Board will inform you by e-mail and via the website.
- 8.2. If you have any questions about the processing of your data or if you want the association to correct or remove your personal data, you can contact the IMPAA Board via impaa@essb.eur.nl.