



# Mercurius Wageningen

## Privacy Policy

Study association Mercurius Wageningen  
Located at Hollandseweg 1, room 140, Wageningen,  
Chamber of Commerce number 40119904.

The association highly values the protection of your personal data. This privacy policy aims to provide clear information in the way your data is being processed. We will take any necessary steps to maintain and secure your privacy and for that reason, we handle your personal data with utmost care. The association will adhere to all relevant legislature concerning data management and protection, including the General Data Protection Regulation at all times. The president of Mercurius Wageningen is responsible for keeping this privacy policy up to date and the secretary is responsible for keeping the members' database up to date.

### Responsible Party

As Mercurius Wageningen, we are responsible for processing your personal data. In case you have any questions or remarks about the privacy policy or any other business and wish to contact us, we heartedly invite you to send an e-mail to [bestuur.mercurius@wur.nl](mailto:bestuur.mercurius@wur.nl).

### Data we process

Mercurius Wageningen only processes your data if you make use of our services and/or if you voluntarily share this data with us.

If you sign up to be a member of Mercurius Wageningen, the following data will be stored:

- Membership type
- WUR account name
- First name
- Middle name(s)
- Last name
- Date of birth
- Registration number
- (Alternative) E-mail address
- Study
- Gender
- IBAN or BIC number
- Start year study
- Start date membership
- Termination date membership
- Active committee
- Alumni interest

This data will be stored in our member database. Only board members have access to this database. The secretary will manage the administration by adding new members, removing former members and adjusting data during membership. When data from new members is acquired via a physical application form, this form will only be available for board members of Mercurius Wageningen.

## What we use this data for

The members' personal data will be used to:

- Provide our members with a discount on their study materials in the WURstore; (WUR account name, registration number and name)
- Send the newsletter and wish our committee members a happy birthday; (date of birth and e-mail address)
- Collect membership contribution; (IBAN or BIC number and e-mail address)
- Send messages to specific target groups; (membership type, e-mail address, study, gender, start date membership, termination date membership and active committees)
- To check whether the member is of legal drinking age when attending activities that include alcoholic consumption (date of birth).

## Data collection periods

Personal data of members will be kept for as long as they are a member.

## Alumni database

If you sign up to be an alumni member of Mercurius Wageningen, the following data will be stored:

- Gender
- First name
- Last name
- Former study
- Start year of study
- End year of study
- E-mail address
- Preference regarding invitations for a reunion
- Preference regarding receiving information concerning the association
- Preference regarding invitations for lectures or activities

Optional this data will be stored as well:

- Phone number
- Profession
- Company
- Contact details company

## Third-party sharing

Mercurius Wageningen exclusively shares data to third parties (processors) when this is required to continue providing our service to you or when legally obligated to.

Currently, these processors are:

- Wageningen University and Research. They receive names, WUR account name (and WUR e-mail) in order to provide a discount to members buying school supplies in the WURstore.
- Rocket Science Group LLC. Mercurius Wageningen uses their online platform MailChimp. They receive email addresses allowing Mercurius Wageningen to send the newsletter every two weeks.

All processors have agreed to:

- Never use personal data for personal purposes, but only to confirm to the instructions of Mercurius Wageningen and to keep providing their service. Personal data may be used to meet legal requirements like court orders.
- Make sure appropriate technical and organizational measures are being taken to protect the data from loss or unlawful processing.

## Data breach protocol

Mercurius Wageningen has an extensive script in case personal data is being processed or available for processing by unauthorized third parties.

In case of a data breach, the president will be responsible for handling the steps as described in the script, unless the nature of the breach demands otherwise.

## Changing the privacy policy

Mercurius Wageningen will regularly renew this privacy policy to keep it up to date. The website will always contain the most recent version and the association recommends you to refer to this on a regular basis. In case of important changes, the association will notify its members via email or the website.

## Viewing, changing or removing personal data

You have and maintain the right to view, change or remove whatever personal data we may have collected or stored. Should you desire this, contact us via [bestuur.mercurius@wur.nl](mailto:bestuur.mercurius@wur.nl) and we will respond as soon as possible. To make sure the request for processing the data is actually made by you, we ask you to send along a copy of your passport or other identification. We advise you to cross out your social service number (BSN) in this attachment.

Should you have any questions or remarks, you can contact us via e-mail:

- General: [bestuur.mercurius@wur.nl](mailto:bestuur.mercurius@wur.nl)
- President: [president.mercurius@wur.nl](mailto:president.mercurius@wur.nl)
- Secretary/Vice-President: [secretary.mercurius@wur.nl](mailto:secretary.mercurius@wur.nl)
- Treasurer: [treasurer.mercurius@wur.nl](mailto:treasurer.mercurius@wur.nl)
- Director of Education: [education.mercurius@wur.nl](mailto:education.mercurius@wur.nl)
- Director of Human Resources: [hr.mercurius@wur.nl](mailto:hr.mercurius@wur.nl)
- Director of Marketing: [marketing.mercurius@wur.nl](mailto:marketing.mercurius@wur.nl)
- Director of Public Relations: [pr.mercurius@wur.nl](mailto:pr.mercurius@wur.nl)

Or by telephone:

0317 485 189 (working hours between 11:45 and 13:45 o'clock from Monday to Friday)