

Privacy policy D.S.M.G. Krashna Musika



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Introduction

The Delft Students Music association Krashna Musika, hereafter "Krashna" or "the association", is an association by and for students with a focus on (classical) music. She exists of a choir, a symphony orchestra and a chamber music department and has a board and members in different committees that organize projects and activities, both a with a musical and social focus.

This policy has been drawn up to provide insight into what personal data Krashna collects and stores, and for what purposes she uses it. Your rights with regard to the personal data Krashna processes are presented here. Krashna realizes it deals with personal information and will process them in a responsible way to protect your privacy conform the regulations in the European privacy laws.

Processing of personal data

Below is listed which personal data Krashna processes, for what purposes she does this, how long she stores the data, who she shares them with and if your permission is required for this.

Data which is necessary for the association and her members

This section is about the processing of personal data that is necessary for executing the membership agreement between you and Krashna. Your permission is not required for collecting, storing and using this data. Also before you are a member, but after you signed up for an audition, Krashna will collect, store and use the personal data that is required to make your membership possible. Below is

described what data Krashna processes from both auditionees and future members as well as current members to enable their membership with Krashna.

Personal data from auditionees and future members

<i>Data</i>	<i>Purposes</i>
<i>Names (first name, last name, insertions)</i>	To differentiate between persons and to address them in the proper manner
<i>Date of birth</i>	To determine whether the person is of age
<i>Email address</i>	To provide the person with information necessary for the audition and to be able to establish contact with the person
<i>Phonenumber</i>	To establish contact with the person
<i>Instrument</i>	To determine whether the person is eligible for membership and to inform the audition committee
<i>Musical experience</i>	To inform the audition committee
<i>Current study</i>	To inform the audition committee

Personal data from members

<i>Data</i>	<i>Purposes</i>
<i>Names (first name, last name, insertions)</i>	To differentiate between members and for administrative purposes
<i>Date of birth</i>	To determine whether the person is of age, to facilitate congratulations on the members birthday and for administrative purposes
<i>Address (street, number, postal code, city)</i>	To establish contact through the mail and for administrative purposes
<i>Email address</i>	To establish and keep contact with the members
<i>Phone number</i>	To establish contact with members who cannot be reached through the mail or email, if urgency is required
<i>Instrument</i>	Necessary for determining the instrumentation and for the general well-being of the association
<i>Current study</i>	For administrative purposes
<i>Start- and end date of membership</i>	For administrative purposes and to facilitate former-member activities
<i>Financial information (bank account (IBAN). BIC-number)</i>	To facilitate direct debit transfers, to collect membership fees and other costs which are owed to the association and to simplify declaring made costs for the association
<i>Media-usage (photo, audio and video material, taken during association activities)</i>	Photo and video material is processed for archiving purposes, to provide insights into the history of the association. Audio and video material is processed for archiving purposes, and to create recordings of concerts, which are sold internally to the members

Other data

Besides previously mentioned data, Krashna also uses personal data which is not necessary for the execution of the membership agreement. Before Krashna collects and stores these data, she will ask for your permission. Below is described what personal data this concerns and for what purposes these data are processed. At any time you can withdraw your permission to process these data.

<i>Data</i>	<i>Purposes</i>
<i>Information contact person (names, address(es), phone number(s), email address(es))</i>	To contact your contact person in case of emergency or when the member is not available otherwise.
<i>Information about instrument or belongings</i>	For administrative purposes of the external tour
<i>Passport information</i>	For administrative purposes of the external tour
<i>Medical information</i>	To prevent medical calamities during activities, including the external tour
<i>Dietary requirements</i>	To take into account the non-medical based diets of members during activities

Providing personal data

In principle only the board and the tour committee of Krashna have access to personal data. They use these only for the above mentioned purposes. Besides this, either the board or the General Members Assembly can appoint a committee to fulfill other tasks within the association, such as organizing activities. These committees can, if considered necessary by the board, gain access to personal data of the members. The board judges what personal data is necessary for these committees and bears the responsibility for the way the committees process personal data.

Furthermore some personal data is shared either internally or externally with third parties. Personal data can be shared externally to facilitate necessary cooperation between other organizations. These are:

- X – TU Delft. With this organization Krashna has a sponsorship agreement which is dependent on the membership count. To facilitate this agreement, Krashna provides some personal data from her members.
- Theater de Veste, Delft. The board is housed inside Theater de Veste. To fulfill the requirements in the terms set by them, Krashna can share personal data of those present in Theater de Veste to this organization.
- External logistics organizations. For activities organized by Krashna, it could be necessary to outsource transport and/or accommodation for her members to a third party, such as with external tours. If necessary Krashna shares personal data from her members with these organizations.

Below is an overview of the this personal data, and for which purposes they are shared internally and/or externally. Krashna will ask your permission before sharing this personal data.

<i>Data</i>	<i>Purposes</i>
<i>Names (first name, last name, insertions)</i>	Is shared internally with the members through the member paper and the yearly "book of faces" to increase the mutual accessibility of the members, is shared externally with X – TU Delft, Theater de Veste and external logistics organizations
<i>Date of birth</i>	Is shared internally with the members through the members paper and the yearly "book of faces" to increase the mutual accessibility of the members, is shared externally with X – TU Delft and external logistics organizations
<i>Address</i>	Is shared internally with the members through the yearly "book of faces" to increase the mutual accessibility of the members
<i>Phone number</i>	Is shared internally with the members through the yearly "book of faces" to increase the mutual accessibility of the members
<i>Email address</i>	Is shared internally with the members through the yearly "book of faces" to increase the mutual accessibility of the members
<i>Current study</i>	Is shared externally for promotional purposes through the program booklets at concerts, is shared externally with X – TU Delft
<i>Instrument</i>	Is shared internally with the members through the sale of audio and video recordings of concerts, is shared externally for promotional purposes through the programs at concerts
<i>Media material</i>	Is shared internally with the members through sale of audio and video recordings of concerts, is shared externally for promotional purposes

Personal data of third parties

Krashna has a Committee of Recommendation, hereafter "the CoR". Members of the CoR are asked by the board to take place in the committee. From the members of the CoR Krashna collects and stores *names, addresses, email addresses phone numbers and job descriptions*, to ensure Krashna can stay in contact with her CoR. The names and job descriptions of the members of the CoR are shared externally in the program booklets at concerts.

Krashna also has Honorary Members. Honorary Members are they, who are asked by the board to accede to the association as an Honorary Member. From Honorary

Members, Krashna collects and stores the *names, addresses, email addresses* and *phone numbers*, to ensure Krashna can stay in contact with her Honorary Members.

Krashna has a number of donors which are necessary for the continued existence of the association. From these donors, Krashna collects the *names, addresses, email addresses, phone numbers* and *financial information (IBAN and BIC-numbers)* to ensure Krashna can keep in contact with her donors and to facilitate direct debit transfers. These personal data are stored until termination of the donorship.

Duration of storage of personal data

After your membership the following personal data are removed: information of your contact person, information regarding your instrument and belongings, medical information, financial information and passport information. All other personal data is kept for archiving purposes and to facilitate activities for former members. Your permission is not required for this.

Audio, video and photo material is also stored for archiving purposes, your permission is not required for this. To share this material externally, also after the termination of your membership, your permission is required, as is stated above.

Storage of personal data

All personal data is stored in a safe manner. The board of Krashna takes the appropriate measures to protect your personal data against loss, unauthorized access, publication and unlawful processing. She ensures that access to personal data is protected. For information regarding the measures that are taken at this moment, please contact the board (see the email address at the bottom). In case of a data breach, Krashna has to inform the affected members within 72 hours after discovery.

Rights of involved parties

All involved parties have the following rights:

- The right to information regarding the processing of your personal data
- The right to gain insight into your personal data
- The right to correct your personal data
- The right to removal of your personal data and 'the right to be forgotten'
- The right to restrict the processing of your personal data
- The right to transferral of your personal data (data portability)
- The right to not be subjected to automated decision making

Whenever an involved party is of the opinion that these rights are not respected or wishes to exercise one of these rights, the party has to send a request to the board, see contact information below. If this request is not handled to the satisfaction of

this party, it has the right to register a complaint with the Dutch Data Protection Authority.

Contact

For all questions on how your data fits within this policy, how the board exercises this policy, or when you want to exercise one of your above-mentioned rights, you can send an email to privacy@krashna.nl.