

MSA Nour

Privacy Statement

Version. 2.0

12 October 2020

Welcome to MSA Nour's Privacy Statement. Thank you for taking the time to read it.

We appreciate that you trust us with your personal information and we intend to always keep that trust. This starts with making sure you understand which information we collect, why we collect it, how it is used and what choices you have regarding your information. This Statement describes our privacy practices in plain language, keeping legal and technical jargon to a minimum. Our events, trips, and other services we may offer to our members and non-members (from now: visitors) will be referred to as our 'activities'.

This Privacy Statement applies beginning 13 December 2019.

Contact information:

Website: <https://www.msanour.nl>
Email: info@msanour.nl
Place: Maastricht

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1. Personal data we process, our purposes and legal bases

1.1 Registration forms

When becoming a member of MSA Nour or registering for our activities, you will have to fill in a registration form. Through these forms, we collect data such as personal data, contact details and payment information.

Following is an overview of the personal data we process:

Personal data	Contact information	Finance
First and last name	City (residence)	International Bank Account Number (IBAN)
Country (origin)	Address (residence)	Preferred type of payment
Gender	Postal code/ZIP (residence)	Payment status
Date of birth	Phone number	
University and studies	Email address	
Starting year education		

This data is collected by us and we process it in our legitimate interest to:

- (1) establish a contract with you (becoming member or registering for our activities);
- (2) manage our member community and our activities;
- (3) enable invoicing or to facilitate (direct debit) payments;
- (4) contact our members about developments within or outside the association that may be relevant for him or her;
- (5) contact you with regard to the activity you have registered for;
- (6) contact you with regard to other activities we organize and think may be of interest to you;
- (7) run anonymized statistics with regard to our member community and event attendees (e.g. for insight in cultural diversity or study backgrounds);
- (8) improve our future events;

By completing the registration process you represent and warrant that you are the person making the registration or have the express authority from that person to make the registration on their behalf. We do not have the intention to collect data of people who have not reached the age of 16 years yet, unless they have gotten permission by their parents or legal guardian. If you are a parent or guardian and you are aware that your child under the age of 16 has provided us with personal data, please contact us through info@msanour.nl so that we will be able to delete this data.

1.2 Food-related activities

Where we provide food in our events, you may provide information about food allergies or other conditions, so that we may adapt our menu accordingly. We will remove this data from our systems within 2 weeks, starting from the day after the last day of the activity.

1.3 Photos and videos

We may be taking pictures and record video footage of our events, trips and other activities. Given that our events are mostly public areas with controlled access, and that we do not intend to photograph you directly but rather groups (unless you are a speaker or a special guest), we do this based on our legitimate interest to document our events and market their success.

The photos and videos are stored by MSA Nour for the entire period MSA Nour exists. We will not sell or share the photos or videos to third parties for their commercial purposes.

MSA Nour may use the photos and videos for publicity and promotional activities and the range of marketing channels MSA Nour may use. This includes, but is not limited to, print and digital media formats including magazines, website, direct mail, posters, banners, film and all our social media platforms (e.g. Facebook, Instagram, YouTube).

If you would like to see images and videos that display you, please contact us through info@msanour.nl. Please note that we share these images and videos with you for personal usage only, and you are not allowed to spread or publish them elsewhere without permission, unless you are the only person visible in the photo or video.

1.4 Identification

When MSA Nour organises activities outside of the Netherlands, or when visiting certain places within the Netherlands that require identification, depending on requirements of other parties, we may have to ask you to provide us with a copy of your passport, your ID-number or your document number. We will remove this data from our systems within 2 weeks, starting from the day after the last day of the activity.

2. Automated individual decision-making

MSA Nour does not make decisions based on automated decision-making that can have substantial consequences on individuals, meaning decisions that are made by computer programs or systems.

3. How long we will storage your personal data

MSA Nour stores your personal data not any longer than needed to realise the purposes for which the specific data is being collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

By Dutch law we may have to keep basic information about our members and visitors (including contact, identity, and transaction data) for up to seven years after they cease being members.

4. Sharing personal data with third parties

MSA Nour shares your personal data with multiple third parties only if necessary for executing an agreement, to fulfil a possible legal obligation or if it is impossible to perform our obligations in another way. Our partners help us provide and improve our services, which makes it possible to operate our association. We do not sell any of your information to anyone, and we never will. We also impose strict restrictions on how our partners can use and disclose the data we provide. To ensure the safety and confidentiality of your data, we conclude an agreement with any company that processes your data on our behalf.

These are the types of third parties we share information with:

Name	Jurisdiction	Purpose	Data
Google Drive	Californian law	Storage	Personal data, contact details, financial information
Google Spreadsheets	Californian law	Membership database	Personal data, contact details, financial information
Google Mail	Californian law	Email server	Correspondence, personal data, contact details
Banking	Dutch law	Fulfilment payments	IBAN, name, financial information
Facebook, Instagram and other social media		Public relations, internal and external communication	Promotion photos and videos from MSA Nour events

5. Links to other websites

In our communication we may include links to sites or applications that are not operated by us. If you click on a third-party link, you will be directed to that site. We strongly advise you to

review the Privacy Policies of these parties. We have no control over them and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

6. Right to access, rectify and erase you personal data

You have the right to access your personal data, to rectify it and to erase it. Furthermore, you have the right to withdraw your consent for the data processing, the right to make a complaint about the processing of your data by MSA Nour, and you have the right of data transfer. The right of data transfer means that you can request us to send you, or any indicated organisation or your choice, your personal data in a computer-file that is easily accessible. You can send your requests about access, rectification, erasure and data transfer to info@msanour.nl. To make sure that the request was sent by you, we kindly request you to include a copy of your ID with your request. For your own privacy, make sure to black out the following confidential information on your ID: MRZ (machine readable zone, the number in the lower box of your passport), your passport number and your Burgerservicenummer (BSN). We will try to reply on your request as soon as possible, but within four weeks. MSA Nour wants to make clear that there is always an option to file a complaint at the national regulator, the Dutch Data Protection Authority. You can do this by using the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

7. Data Protection Officer

MSA Nour does not have an appointed Data Protection Officer. Monitoring a good practice of protecting personal data is done by every appointed board member on the basis of a collective responsibility.

8. How we assure safe storage of your personal data

We take the protection of your personal data extremely serious and we take all necessary measurements to deal with misuse, loss, unauthorized access, unwanted publication and unauthorized alteration. If you still feel like our security systems can not guarantee the safety of your data, or that there are indications of misuse of your data, please contact us through info@msanour.nl.

9. Changes to this Privacy Statement

We may update our Privacy Statement from time to time. Thus, you are advised to review this document periodically for any changes. We will notify you of any material changes through the contact details you gave us. These changes are effective immediately after they have been made public.