

# Privacy Policy

## Study Association INPUT



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# 1. Introduction

This document contains the Privacy Policy of Study Association INPUT, finalized in the academic year 2025-2026, last updated on January 2026. This Privacy Policy explains what personal data we collect, why we collect it and how we protect it.

If you have any questions regarding the Privacy Policy, please mail to [info@studievereniginginput.nl](mailto:info@studievereniginginput.nl).

## 2. Goals

### 2.1 Transparency

This Privacy Policy aims to provide an honest and clear overview to members and non-members of how their data is collected, how it is processed and how it is stored. It furthermore aims to inform members and non-members how long information is stored. This aligns with the transparency that Study Association INPUT strives for.

### 2.2 Guidance

The Privacy Policy aims to give the executive board and committee members guidance in how to collect, process, store and delete personal information with due care and integrity. It also provides guidelines on how to inform participants properly during the collection of personal information.

### 2.3 Restoring

The Privacy Policy will serve as a guideline for the executive board on how to assess the current situation and implement the guidelines provided in this document to guarantee privacy to the best of ability. This will involve a thorough assessment of all drives and computers.

### 2.4 Inform

This policy aims to inform members and non-members of what Study Association INPUT is upholding regarding handling personal information.

### 2.5 Proclaim

This policy contains the exact texts that need to be included in the Privacy Statement. Furthermore, it includes any statements with which persons must comply when, for example, purchasing a ticket.

## 3. Policy for INPUT board

### 3.1 Guest lists from INPUT Website

The secretary receives purchases made from the website directly in the secretary inbox. These purchase confirmations include customers' name, phone number, email address and partial bank account details. Payment details of the transaction on the website are also registered through third party software Mollie. To ensure the committee members receive only the necessary information, the executive board will make a separate guest list for the committee members. This guest list will only show participants' first name, last name and any additional information that is necessary for the organisation of the activity (phone numbers, dietary restrictions, etc.).

### 3.2 Why do we collect the data?

We collect data for a few reasons. First for provision of Services and Membership Management, to process payments and for communication reasons, for example to send newsletters. Secondly for analytics and website optimization, to improve content, functionality and performance. Thirdly for legal compliance, to meet tax, accounting and other legal requirements. Lastly, for security monitoring, IP addresses and login attempts are logged to detect and prevent malicious activity.

### 3.3 How do we protect your data

We implement technical and administrative safeguards to prevent loss, misuse, unauthorized access or disclosure. These measures include firewalls and secure server environments, data encryption and secure access control (physical and digital).

### 3.4 Form Privacy Statement

When the executive board or a committee organises activities which require sign-ups via a form, there must be a conscious action taken by the participant by which the participant actively agrees with the Privacy Statement, which will be hyperlinked in the form. The coordinator of the committee ensures that that the Privacy Statement is included before the form is sent.

### 3.5 Group chats

The new Privacy Statement will include a clause mentioning that participant phone numbers may be used to create a group chat and that their phone numbers may therefore be shared with other participants. It will be mentioned that this will be done via WhatsApp and participants will be made aware that correspondence via WhatsApp falls under the Privacy Policy of WhatsApp and that Study Association INPUT is not liable for any breach in Privacy Policy thereof.

### 3.6 Board accessibility

The executive board will make it clear in the Privacy Statement that the executive board, and eventually the candidate board, has access to the personal information provided at registration. The executive board will furthermore make it clear that the information granted to them will only be used for purposes related to INPUT. Furthermore, it will be explained that the executive board will do everything in their ability to safeguard this information and handle the information with the utmost integrity.

### 3.7 Amending the Privacy Statement

The executive board will amend the current Privacy Statement that new members must agree to. This Statement will include the different kinds of personal information that will be saved and stored by Study Association INPUT, accompanied by the reasons for collecting this information.

### 3.8 Cleaning the drive

Towards the end of the board year, the executive board will comb through their drives and remove any personal confidential information about themselves or regarding members/non-members. Information that will need to be deleted includes, but is not limited to the following: signatures, addresses, special personal information and other confidential information. This will be done before the next executive board has access to the drive.

### 3.9 Committee Access to Privacy Policy

All the relevant statements included in this document (see section 6), will be uploaded to all committee drives so they can be easily accessed.

### 3.10 Non-member attendees

To ensure that non-members from INPUT also comply with the Privacy Statement, participants must actively agree with the Privacy Statement when signing up via Google Forms or purchasing a ticket via the website.

## 4. Privacy Policy for new members

### 4.1 Display

The Privacy Statement will be made available to new members before they sign up for membership. New members must actively agree to the Privacy Statement before becoming a member. The Privacy Statement will furthermore be uploaded to the INPUT website.

### 4.2 Personal information

The Privacy Statement will make clear which different details of personal information will be required for membership. These details may include, but are not limited to; first name, last name, date of birth, address, location data and bank information.

### 4.3 Purpose of information

The Privacy Statement will include the reasons for which the information will be required. Reasons can include but are not limited to: identification, communication and contribution.

### 4.4 Storing period

The Privacy Statement includes the storing period for the given member information, which will be stored for the entirety of their membership and, accordance with Dutch law, up to seven years after the submission of their deregistration.

### 4.5 Access

The Privacy Statement must include who has access to the information given. This will be the executive board and in some cases, the candidate board. When someone wishes to participate in an activity organised by a committee, the relevant information disclosed when signing up for the activity may be shared with that specific committee.

### 4.6 Photography

The Privacy Statement must clearly state that the attendance of INPUT activities automatically gives the executive board permission to take photographs and use and distribute the photographs for different purposes. In case an attendee does not wish to be photographed, it is their responsibility to let a present board member know or send an e-mail to [secretaris@studievereniginginput.nl](mailto:secretaris@studievereniginginput.nl). In that case, the secretary or contacted board member will inform the one responsible for pictures and their pictures will not be published.

## 5. Committee Privacy Policy

### 5.1 Information shared with committees

In case personal information obtained via Google Forms will be shared with a committee, participants must agree with the Privacy Statement by checking a box either in the Google Forms or Website.

### 5.2 Awareness

If committees need access to personal information for an activity, the coordinator will bring the Privacy Policy to the attention of the committee at the beginning of the year. It will be stressed that it is important to handle participant information with care and integrity. If during an event a committee member violates the Privacy Policy, sanctions (refer to 2.9.9.5 NOW of internal regulations) may occur based on the judgement of the executive board.

## 6. Privacy Statement

# Privacy Statement

This is the Privacy Statement of Study Association INPUT, established on [Warandelaan 2, room T6.23](#), 5037 AB in Tilburg. Registration number Chamber of Commerce: 40259862. For questions or communications, you can mail to [info@studievereniginginput.nl](mailto:info@studievereniginginput.nl).

### **Details of personal data**

New members of INPUT will provide their first name, last name, e-mail address, phone number, date of birth, address and banking details.

### **The purpose of processing and storing your personal data**

Your personal data is exclusively used to inform and contact you regarding what you filled the relevant contact form out for. The composition of the personal data asked is adjusted in such a manner for each form, that we do not ask or store any information from you which is not relevant to the purpose for which you leave your personal data. Personal information like name, date of birth and address are used for identification purposes. Phone numbers are collected for communication purposes. Bank details are used for collecting contribution payment.

### **Information storage & access**

The information will be stored in Conscribo, but may also be temporarily stored in Google Drive. Personal information stored in Google Drive, will be removed before the new executive board has access to the Google Drive. By registering, the member automatically allows for the storage of their personal information in Conscribo and Google Drive under the privacy conditions thereof. Study Association INPUT is not liable for any breaches in the aforementioned Privacy Policies. The executive board will do everything in their ability to safeguard this information and handle the information with the utmost integrity. Only the executive board, and eventually the candidate board, of Study Association INPUT has immediate access to the given information. When someone wishes to participate in an activity organised by a committee, the relevant information disclosed when signing up for the activity may be shared with that specific committee.

### **Duration of storage of personal data**

We store your personal data for the entire duration of your subscription and in accordance with Dutch law, your deregistration will be stored online for seven years.

### **Security**

Your personal data is secure. The entrusted information is protected with the aid of technical and administrative security measures to reduce the risk of loss, abuse, unauthorised access, disclosure and modification to an absolute minimum. These include, for instance, firewalls, data encryption, secure connections and physical and administrative access checks for data and servers.

### **Provision of personal data to third parties**

To render the information you requested accessible, Study Association INPUT collaborates with third parties. These may be website administrators, a hosting party, automatic telecom connections, newsletter systems and administrative software etc. With all parties involved, a so-called Processor agreement has been concluded. Through this agreement, matters like the security and timely deletion of your personal data is assured.

### **Group chats**

Phone numbers disclosed as part of ticket information may be used to create a group chat and may therefore be shared with other participants. This will be done via WhatsApp and participants will be made aware that correspondence via WhatsApp falls under the Privacy Policy of WhatsApp and that Study Association INPUT is not liable for any breach in Privacy Policy thereof.

### **Photography**

Attendance of activities of INPUT automatically gives the executive board permission to take photographs and use and distribute the photographs for different purposes. In case an attendee does not wish to be photographed, it is their responsibility to let a present board member know or send an e-mail to [secretaris@studievereniginginput.nl](mailto:secretaris@studievereniginginput.nl).

### **Right of perusal, rectification, withdrawal or deletion of personal data**

We like to point out to you that you have the possibility to peruse the personal data stored by us, to rectify or withdraw it and/or to delete it from our database. To this effect you can send an e-mail to [secretaris@studievereniginginput.nl](mailto:secretaris@studievereniginginput.nl).

### **The right to file a complaint with the monitoring agency ‘Autoriteit Persoonsgegevens’**

If you don't agree with the Privacy Statement described above or with the manner in which we handle your data, you have the right to file a complaint with the competent authority at ‘Autoriteit Persoonsgegevens’. You may do so on <https://autoriteitpersoonsgegevens.nl/>.

This Privacy Statement may be modified at any moment. Changes will be announced during General Member Meetings. We advise you to regularly review the Privacy Statement.