



Sirius A Privacy Policy

This document describes how Sirius A - Study Association Astronomy, henceforth referred to as Sirius A, collects, stores and handles the personal data of its members and donors.

1 General Information

Legal name:	Sirius A - Study Association
Address:	Astronomy
Postal code:	Landleven 12
City:	9747 AD
KvK number:	Groningen
IBAN:	68692366
BIC:	NL27 INGB 0007 6806 73
Telephone number:	INGBNL2A
e-mail address:	+31 6 820 555 67
Website:	sirius@astro.rug.nl
	siriusa.nl

2 Why does Sirius A store your data?

Sirius A stores personal data of its members in order to reach its primary goals. A detailed description of what data is collected and why can be found in section 3 of this Privacy Policy. The Privacy Policy is written to comply with the General Data Protection Regulation (GDPR) in EU legislation.

3 What data is collected and stored?

Sirius A stores different types of personal data of its members, donors and alumni. Some of these types are mandatory to be given by a member or donor upon a member or donor's signup to Sirius A, other types are optional. Both types are written below, but for clarity, "(optional)" is added next to the optional data types.

Sirius A stores the following personal data of its members, donors and alumni using the platform Conscribo:

- Relationship number
- First- and last name
- Current study
- Study year
- Student number
- Date of birth
- Home address
- Phone number
- Emergency phone number
- E-mail address
- Bank information (IBAN / BIC / Account holder)
- SEPA Direct Debit Mandate Status

- Date of registration
- Financial metadata
- Donation made (optional)
- Medical and allergy information (optional)

Note here that the Student number is required by the University of Groningen for a study association to store.

The donation made is specifically the optional amount of money given to be debited in a one time donation upon signing up to Sirius A.

Sirius A stores the following personal data of its members and donors using the Sirius A website:

- Relationship number
- First- and last name
- E-mail address
- Phone number
- Password
- Transactional metadata
- Event signups
- Merchandise orders
- Committee memberships
- Committee membership history
- Committee signup requests
- Photo consent choices
- Pictures taken during events involving members and/or donors who consented to be on such pictures.
- Nationality (temporarily, only for committee signups)
- Gender (temporarily, only for committee signups)

Sirius A stores the following personal data of its members and donors using the Sirius A website only if this information is optionally submitted to the website by the members whom it concerns for the sole purpose of displaying it on their profile on the website:

- Display name (optional)
- Pronouns (optional)
- Biography (optional)
- Profile Picture (optional)

Up until at most one year after the termination of membership or donorship, but optionally shorter if requested, Sirius A keeps all personal data of its alumni.

After one year, or optionally if requested earlier, Sirius A stores only the following personal data of its alumni using the platform Conscribo:

- Relationship number
- First- and last name
- E-mail address

3.1 Who has access to your data?

Each member or donor has full read-only access to their own data, and access to edit all of their own data except the relationship number, transactional metadata, merchandise orders and event signups. Some personal data is visible to the public. A small part of their data, displayed on their profile on the website, can be viewed and edited by their own hand. All other types can be viewed or edited by requesting an edit through the Secretary of the board. Certain members and donors are given access to specific data based on their function in Sirius A. The board of Sirius A has different permissions per member of the board. Each member of Sirius A only has access to the data required for their position. The exact data required by every person with any access is listed below. The mentioned persons will only use your data for the purposes listed below.

3.1.1 Chair

The Chair requires read-only access to the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, financial metadata, donation made, medical and allergy information, transactional metadata, event signups, merchandise orders, committee membership history, committee signup requests, photo consent choices, pictures taken during events involving members and/or donors who consented to be on such pictures, nationality and gender of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The viewing of the following is required for the supervision of the Secretary's tasks:
 - (a) The viewing of the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, donation made and medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available is required for the task of managing the members' data administration of Sirius A arranging access to members' data according to permissions given to any member of Sirius A listed in this document.
 - (b) The viewing of the date of birth of all members and donors is required for the task to contact a legal parent or guardian if necessary to process specific data.
 - (c) The viewing of the relationship number, first- and last name, e-mail address, transactional metadata, committee membership history, committee signup requests and photo

- consent choices of all members and donors stored on the members' data administration part on the Sirius A website is required for the task of managing the accounts on the Sirius A website part of the members' data administration.
- (d) The viewing of the relationship number and first-and last name of all members and donors is required for the task to manually cross-reference users on the Sirius A website part of the members' data administration with the relations on the Conscribo part of the members' data administration.
 - (e) The viewing of the relationship number of all members, donors and alumni is required for the task to log all edits to the members' data administration.
 - (f) The viewing of the first- and last name of all members, donors and alumni is required for the task of writing correct references to members, donors and alumni in minutes of General Member's Assemblies.
 - (g) The viewing of the first- and last name, student number and e-mail address of all members and donors is required for the task of managing the registration of all Sirius A members to the Brightspace page of Sirius A.
 - (h) The viewing of the student number of all members and donors is required for the task of applying to university funding applications.
2. The viewing of the following is required for the supervision of the Secretary and the Commissioner of Public Relations's shared tasks:
 - (a) The viewing of the first- and last name and e-mail address of all members and donors is required for supervising the Secretary and Commissioner of Public Relations' task of managing and using the the mailing list used for any e-mails sent to all members and donors of Sirius A, including the monthly newsletter.
 - (b) The viewing of the photo consent choices and the editing of pictures taken during events involving members and/or donors who consented to be on such pictures of all members and donors is required for supervision of the Secretary and Commissioner of Public Relations' task of the moderation of the pictures page on the Sirius A website.
 3. The viewing of the following is required for the supervision of the Treasurer's tasks:
 - (a) The viewing of the bank information, SEPA Direct Debit Mandate Status, financial metadata and donation made of all members, donors and alumni for which this information is in the members' data administration of Sirius A is required for the task handling of any transactions, with read-only access to the home address of all members, donors and those kept of alumni granted in addition for the same purpose if the transaction requires a billing address.
 - (b) The viewing of the transactional metadata, event signups and merchandise orders of all members and donors is required for the task of managing the finances relating to the website, including but not limited to payments for orders on the website and the noting of transactions made on the website.
 - (c) The viewing of the relationship number and first-and last name of all members and donors is required for the task of manually cross-referencing data on the Sirius A website part of the members' data administration with data on the Conscribo part of the members' data administration with the purpose of matching the finances on both platforms with each other.
 4. The viewing of the first- and last name, current study, study year, student number, date of birth, home adress, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, financial metadata, donation

made, medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available is required for the supervision of the Secretary and Treasurer in not using the additional permissions they have been granted by the limitations of the platform Conscribo.

5. The viewing of the following is required for the supervision of the Commissioner of Internal Affairs's tasks:
 - (a) The viewing of the first- and last name, phone number, e-mail address of all members, committee membership history and committee signup requests of all donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required for the task to manage committee membership.
 - (b) The viewing of the current study, study year, nationality and gender of all members and donors applying for committees is required for the task to verify the adherence to eligibility requirements of committee applications.
 - (c) The viewing of the nationality and gender of all members and donors applying for committees is required for the task to promote diversity while forming committees.
6. The viewing of the first- and last name of any members or donors is required for the supervision of the Commissioner of External Affairs' task to send attendance lists for an activity to external parties with which the activity in question is organised.
7. The viewing of the first- and last name, phone number and e-mail address of all members, donors and those kept of alumni as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required for the supervision of any contact made by members of the board to members, donors and/or alumni, including establishing contact with any members, donors and/or alumni for communication regarding contact by other members of the board.
8. The viewing of data strictly necessary to review the contents of contracts which the Chair is empowered to sign, and to cross-reference any data in these contracts with matching data in the members' data administration.

3.1.2 Secretary

The Secretary requires editing access to the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, financial metadata, donation made, medical and allergy information, transactional metadata, event signups, merchandise orders, committee membership history, photo consent choices, pictures taken during events involving members and/or donors who consented to be on such pictures, display name, pronouns, biography and profile picture, as well as the read-only access to the committee signup requests, nationality and gender of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The viewing of the SEPA Direct Debit Mandate, date of registration and financial metadata of all members, donors and alumni and the editing of the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, donation made and medical and

allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available is required for the managing the members' data administration of Sirius A, including but not limited to signing up new members, terminating memberships and donorships, updating information of members, donors and alumni and logging edits to the members' data administration of Sirius A. Specifically the financial metadata is required for this purpose due to the limitations of the platform Conscribo, which do not allow the granting of permissions to all functions required for the management of the members' data administration separately from permissions granting access to the financial metadata. These additional permissions are not to be used by the Secretary.

2. The viewing of the the relationship number, first- and last name, current study, study year, student number, date of birth, home adress, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, donation made, medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available is required for arranging access to members' data according to permissions given to any member of Sirius A listed in this document.
3. The editing of the relationship number, first- and last name, e-mail address, committee membership history and the viewing of committee signup requests, which include nationality and gender data of all members and donors stored on the members' data administration on the Sirius A website is required for managing the accounts on the Sirius A website part of the members' data administration.
4. The editing of the photo consent choices, display name, pronouns, biography and profile picture of all members and donors is required for the moderation of members' profiles on the website.
5. The viewing of the relationship number and first-and last name of all members and donors is required to manually cross-reference users on the Sirius A website part of the members' data administration with the relations on the Conscribo part of the members' data administration to ensure consistency between both parts of the members' data administration.
6. The viewing of the first- and last name, student number, e-mail address of all members is required for managing the registration of all Sirius A members to the Brightspace page of Sirius A.
7. The viewing of the first- and last name, phone number and e-mail address of all members, donors and alumni as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required for establishing contact with members, donors and/or alumni for any communication regarding their personal data in the members' data administration of Sirius A.
8. The viewing of the first- and last name of all members, donors and alumni is required for writing correct references to members, donors and alumni in minutes of General Member's Assemblies.
9. The viewing of the first- and last name and e-mail address of all members and donors is required for using and managing the mailing list used for any e-mails sent to all members of Sirius A.

10. The viewing of the current study of all members and donors is required for checking membership status of all members.
11. The viewing of data strictly necessary to review the contents of contracts which the Secretary is empowered to sign, and to cross-reference any data in these contracts with matching data in the members' data administration.
12. The viewing of the student number of all members and donors is required for applying to university funding applications, including but not limited to CUOS.
13. The viewing of the date of birth of all members and donors if required to contact a legal parent or guardian is necessary to process specific data.
14. The viewing of the photo consent choices and the editing of pictures taken during events involving members and/or donors who consented to be on such pictures of all members and donors is required for the moderation of the pictures page on the Sirius A website.

3.1.3 Treasurer

The Treasurer requires read-only access to the financial metadata, donation made, transactional metadata, event signups and merchandise orders, as well as editing access to the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, financial metadata, donation made and medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the relationship number, first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The viewing of all bank information, SEPA Direct Mandate Status, financial metadata and donation made of members, donors and those kept of alumni for handling all finances of Sirius A, including but not limited to the processing of bank transfers. For this, editing access to the relationship number, first- and last name, current study, study year, student number, date of birth, home address, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, date of registration, donation made, medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available is also required for this purpose due to the limitations of the platform Conscribo, which do not allow the granting of permissions to all functions required for the management of the finances of Sirius A separately from permissions granting access to the members' data administration. These additional permissions are not to be used by the Treasurer.
2. The viewing of the first- and last name, phone number and e-mail address of all members, donors and those kept of alumni as well as the first- and last name and e-mail address of all alumni for which this is the only data available for establishing contact with members, donors and/or alumni for any communication regarding the finances of Sirius A.
3. The viewing of home addresses of all members, donors and those kept of alumni is required for usage as billing addresses.
4. The viewing of data strictly necessary to review the contents of contracts which the Treasurer is empowered to sign, and to cross-reference any data in these contracts with matching data in the members' data administration.

5. The viewing of the first- and last name, bank information and supporting documents on declaration forms of all members and donors is required to verify financial declarations made by members and donors.
6. The viewing of the transactional metadata, event signups and merchandise orders of all members and donors is required to manage the finances relating to the website, including but not limited to payments for merchandise and event participation on the website, the noting of transactions made on the website and the marking of purchases as paid and unpaid on the website.
7. The viewing of the relationship number and first-and last name of all members and donors is required to manually cross-reference users on the Sirius A website part of the members' data administration with the relations on the Conscribo part of the members' data administration. This is required to match finances on the website to the main bookkeeping on Conscribo.

3.1.4 Commissioner of Internal Affairs

The Commissioner of Internal Affairs requires editing access to committee memberships and committee membership history of all members and donors, read-only access to data strictly necessary to review contracts associated with committees, the first- and last name, current study, study year, phone number, e-mail address, committee signup requests, nationality and gender of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The editing of the committee memberships and committee membership history of all members, donors and alumni for which this information is in the members' data administration of Sirius A and the viewing of the first- and last name, phone number, e-mail address and committee signup requests of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required to manage committee membership, including but not limited to the addition and removal of committee members in relevant communication channels, displaying and registering committee membership on the website and contacting members, donors and alumni about any communication regarding a committee they are or were a member of at any point throughout or after their membership of Sirius A.
2. The viewing of the current study, study year, nationality and gender of all members and donors is required for the formation of committees featuring specific eligibility requirements, as well as the promotion of diversity within committees.
3. The viewing of the first- and last name and e-mail address of all alumni is required for contacting all alumni for invitation to events involving alumni.
4. The viewing of data strictly necessary to review the contents of contracts associated with committees is required to review these contracts, and to cross-reference any data in these contracts with matching data in the members' data administration, both of which are required to manage committees related to these contracts.
5. The viewing of all event signups of all members and donors is required manage all events.

3.1.5 Commissioner of External Affairs

The Commissioner of External Affairs requires read-only access to data strictly necessary to review contracts for which the Commissioner of External Affairs is a board representative and contracts associated with external business relations, the first- and last name, phone number and e-mail address of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The viewing of the first- and last name, phone number and e-mail address of all members and donors that are involved in activities related to sponsorships and those kept of alumni as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required for communication related to the activity which they are involved with.
2. The viewing of the first- and last name of any members or donors is required for sending attendance lists of an activity to external parties with which the activity in question is organised.
3. The viewing of the first- and last name and e-mail address of all alumni is required for reaching out to certain alumni for the purpose of establishing a business relation where the alumni contacted serves as a representative, point of contact or a participant in the business relation.
4. The viewing of any data strictly necessary to review the contents of contracts associated with committees for which the Commissioner of External Affairs is the board representative is required to review these contracts and to cross-reference any data in these contracts with matching data in the members' data administration, both of which are required to manage committees related to these contracts.
5. The viewing of any data strictly necessary to review the contents of contracts associated with external business relations is required to review these contracts and to cross-reference any data in these contracts with matching data in the members' data administration, both of which are required to manage business relations related to these contracts.

3.1.6 Commissioner of Educational Affairs

The Commissioner of Educational Affairs requires read-only access to data strictly necessary to review contracts for which the Commissioner of Educational Affairs is a board representative, the first- and last name, student number, phone number and e-mail address of all members, donors and alumni for which this information is in the members' data administration of Sirius A, as well as the first- and last name and e-mail address of all alumni for which this is the only data available. This data is required for the following purposes:

1. The viewing of the first- and last name, student number and e-mail address of all members and donors is required for managing the Brightspace page of Sirius A.
2. The viewing of the first- and last name, phone number and e-mail address of all members and donors that are involved in educational activities organised by the Commissioner of Educational Affairs and those kept of alumni as well as the first- and last name and e-mail address of all alumni for which this is the only data available is required for communication related to the activity which they are involved with.
3. The viewing of any data strictly necessary to review to contents of contracts associated with committees for which the commissioner of Educational Affairs is the board representative is

required to review these contracts and to cross-reference any data in these contracts with matching data in the members' data administration, both of which are required to manage committees related to these contracts.

3.1.7 Commissioner of Public Relations

The Commissioner of Public Relations requires editing access to pictures taken during events involving members and/or donors who consented to be on such pictures of all members and donors, read-only access to any data strictly necessary to review contracts for which the Commissioner of Public Relations is a board representative, the first- and last name, phone number and e-mail address and photo consent choices of all members and donors. This data is required for the following purposes:

1. The viewing of the first- and last name, phone number and e-mail address of all members and donors is required to contact members who are present on pictures that the Commissioner of Public Relations wishes to post on Sirius A's social media regarding communication about their consent for the picture to be posted.
2. The viewing of the first- and last name of all members and donors with permission to follow the private Instagram account is required for managing a list of all members and donors with permission to follow the private Instagram account.
3. the viewing of the first- and last name and e-mail address of all members and donors is required for using the mailing list used for any e-mails sent to all members of Sirius A.
4. The viewing of any data strictly necessary to review to contents of contracts associated with committees for which the commissioner of Public Relations is the board representative is required to review these contracts and to cross-reference any data in these contracts with matching data in the members' data administration, both of which are required to manage committees related to these contracts.
5. The viewing of the photo consent choices and the editing of pictures taken during events involving members and/or donors who consented to be on such pictures of all members and donors is required for the moderation of the pictures page on the Sirius A website.

3.1.8 Website Administrator

The Website Administrator requires editing access to all data handled within the Sirius A website part of the members' data administration. This data is used for two purposes: Maintaining and editing all parts of the website, including but not limited to infrastructure that handles all data handled by Sirius A and advising the rest of the board, committees and dispuut boards on the usage of the website infrastructure.

3.1.9 All board members

Adding on to individual permissions specific to their role, all board members require read-only access to event signups of events they organise, the first- and last name, date of birth, phone number and e-mail address of all members and donors. They also require read-only access to medical and allergy information of any attendees of any events which feature consumptions organised by the board for the following purposes:

1. The viewing of the first- and last name and e-mail address, and if available to the board, the phone number of any attendees of events hosted by the board is required for communication related to their attendance of the event, up until one year after the ending of the event.

2. The viewing of the event signups to account for the attendees.
3. The viewing of medical and allergy information of any attendees of events organised by the board is required to account for this while organising events including consumptions.
4. The viewing of the first- and last name, phone number and e-mail address is required for contacting any member or donor for communication regarding attendance of events.
5. The viewing of the date of birth of any members and donors is required to enforce the ban on any persons under the age of 18 years old consuming alcohol.

3.1.10 Candidate board

The candidate board can consist of candidate versions of all 10 board positions: Candidate Chair, Candidate Secretary, Candidate Treasurer, Candidate Commissioner of Internal Affairs, Candidate Commissioner of External Affairs, Candidate Commissioner of Educational Affairs, Candidate Commissioner of Public Relations, Candidate Website Administrator, Candidate Vice-Chair and Candidate Sustainability Officer. All of these candidate positions, upon their appointment according to the house rules, are individually granted the same data permissions as their corresponding board position, which are used for one purpose: Their training to autonomously take over the tasks of the acting board at the end of their candidateship.

3.1.11 BHV

The BHV's of Sirius A require read-only access to the first- and last name, phone number, emergency phone number, e-mail address and medical and allergy information of all members, donors and alumni for which this information is in the members' data administration of Sirius A for the following purposes:

1. The viewing of the full name, phone number and e-mail address is required for the identification of any persons requiring medical attention.
2. the viewing of the emergency phone number is required for contact of any person who requires medical attention's emergency phone number.
3. the viewing of the medical and allergy information is required for administering proper first aid to any person requiring it.

3.1.12 Confidential Contact Persons

The Confidential Contact Persons have no access to any member's data for their function as Confidential Contact Persons. They do have access to any information brought to their attention by students. Any information brought to their attention by students is not allowed to be shared between Confidential Contact Persons or any other persons unless specific permission is granted to share specific information to a specific other person. They are the only persons able to view any of this information.

3.1.13 Sirius A Committees and Disputen

All members of each Sirius A committee and disput board require read-only access to event signups of events they organise, the first- and last name and e-mail address of attendees of any events they organise which feature a signup list and of every member who ordered from the committee, as well as the phone number of all of these members who supplied their phone number within the signup

form or order form. Additionally, All members of each Sirius A committee and dispuut board require read-only access to medical and allergy information of attendees of any events including consumptions organised by the committee or dispuut who supplied medical and allergy information in the signup form. Besides this, all members of each Sirius A committee and dispuut board require the date of birth of all members or donors who sign up for a trip organised by the committee or dispuut board that features eligibility requirements related to age. This data will be used for the following purposes:

1. The viewing of the event signups relating to events they organise to account for the attendees.
2. The viewing of the first- and last name and e-mail address, and if available to the committee, the phone number of any attendees of events hosted by the committee or dispuut is required for communication related to their attendance of the event, up until one year after the ending of the event.
3. The viewing of medical and allergy information of any attendees of events hosted by the committee or dispuut is required to account for this while organising events including consumptions.
4. The viewing of the first- and last name name and e-mail address, and if available to the committee, the phone number is required to keep a list of any members who ordered from the committee or dispuut for as long as this list is useful for managing the orders, up until one year after the order became available for pickup.
5. The viewing of the date of birth of all members or donors who sign up for a trip organised by the committee or dispuut board that features eligibility requirements related to age is required to determine if eligibility requirements for the trip are met.

Besides this, in the event that the board, a committee or dispuut board organises a trip, a copy of your passport or ID may be required if strictly necessary to organise parts of this trip. It will not be visible to anyone but the specific persons requiring these documents for organising the trip. The documents will not be stored using any of the commonly used administration infrastructure of Sirius A and will be deleted immediately upon completion of the task they are required for.

3.1.14 KLC

All members of the Kapteyn Learning Community (KLC) require additional permissions on top of the aforementioned standard committee permissions. This committee also requires read-only access to the first- and last names of any members and donors who submit resources, questions and feedback to Nebula for the following purposes:

1. The viewing of the first- and last name of all members and donors who submit resources, questions and feedback on Nebula is required to evaluate resources, questions and submitted to Nebula.
2. The viewing of the first- and last name of all members and donors who submit resources, questions and feedback on Nebula is required to prevent misuse of the option for members and donors to submit resources, questions and feedback to Nebula.

3.1.15 CCDC

All members of the Certified Camera Documentation Committee (CCDC) require additional permissions on top of the aforementioned standard committee permissions. For this committee, the viewing of the photo consent choices and the editing of pictures taken during events involving members and/or donors who consented to be on such pictures of all members and donors are required for one purpose: the management of the pictures page on the Sirius A website.

3.1.16 Parallax Complaints Committee

All members of Parallax Complaints Committee have access to the anonymous complaints filed on the Sirius A website and any complaints brought to their attention by students. These complaints on the website are visible to all members of Parallax Complaints Committee, and they are free to share these complaints with any people which these complaints might be relevant to. They are the only persons able to view any of this data.

3.1.17 Houston

All members of Houston require read-only access to the first- and last name, e-mail address and transactional metadata related to the rental system of all members and donors who rent items from the ISS, up until these items are confirmed to be returned by a member of Houston or the board, for one purpose: enforcing the return of items rented from the ISS.

3.1.18 Audyssey

All members of Audyssey require read-only access to the financial metadata of all members, donors and alumni and obtain temporary read-only access to the members', donors' and alumni's first- and last name, bank information and supporting documents on declaration forms during finance checks, in dutch known as Kascontroles, which happen multiple times per year. This data is used for one purpose: the review of the Treasurer's financial transactions, which includes the cross-referencing of every transaction documented in Conscribo to every transaction documented on the bank account of Sirius A and to the declaration forms. Within these transactions, bank information also has to be cross-referenced, which include first- and last names.

3.1.19 Sirius A members and donors

Any member or donor of Sirius A requires editing access to their own first- and last name, current study, study year, student number, home adress, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, donation made, medical and allergy information, photo consent choices, display name, pronouns, biography and profile picture, as well as read-only access to their own date of birth, date of registration, financial metadata, transactional metadata, event signups, committee memberships, committee membership history, nationality and gender, any pictures taken during events involving members and/or donors who consented to be on such pictures and the first- and last name of any persons who have submitted approved resources and questions on Nebula. This data is used for the following purposes:

1. Editing access to their own first- and last name, current study, study year, student number, home adress, phone number, emergency phone number, e-mail address, bank information, SEPA Direct Debit Mandate Status, donation made, medical and allergy information, photo consent choices, display name, pronouns, biography and profile picture is required for updating their own record in the members' data administration of Sirius A. A member can view and edit their own photo consent choices, pronouns, biography and profile picture in their profile on the website, all other datatypes mentioned in this article can be viewed and edited upon request to the Secretary. Please note that editing your SEPA Direct Debit Mandate Status to anything but agreement results in the termination of your member or donorship to Sirius A.
2. Read-only access to their own date of birth, date of registration, financial metadata, transactional metadata, event signups, committee memberships, committee membership history, nationality and gender is required for insight into their record in the members' data administration of Sirius A.

3. Read-only access to the first- and last name of any persons who have submitted approved resources and questions on Nebula is required to view author credit.
4. Read-only access to pictures taken during events involving members and/or donors who consented to be on such pictures.

3.1.20 Public

The Sirius A social media show all first- and last names of Confidential Contact Persons and board members. The Sirius A website shows all first- and last name, or if one is registered, display name, of Confidential Contact Persons, current members of Sirius A committees and all members of current and past boards. This data is publicly visible and accessible to anyone. The first- and last name, or if one is registered, display name, pronouns, biography and profile picture of all members, donors of Sirius A and alumni of Sirius A for which there is an account on the website of Sirius A are also publicly visible to anyone, although only by direct link.

4 Handling of Photographs

Sirius A regularly has at least one photographer present at events to take photographs. Pictures taken may be used for commemorative and promotional purposes. Photographs taken by Sirius A are posted on our website, visible to all members and donors. Pictures will never be posted on social media without express permission of those in the image. If you are in a photograph but do not want to be, you can send an e-mail to the board to have the image in question permanently deleted. You can specify your preference for being in commemorative images on the website and on promotional material separately. You can specify these preferences through your profile on our website, or by contacting the board, addressing the Secretary of the board.

Prior to events you are given the option to refrain from being in any photographs. You can mark on the website that any pictures involving you cannot be uploaded. Additionally, you will be given a button to be worn on your clothing during the event. This button is meant to indicate to photographers and Sirius A members that you do not wish to appear on any photographs. Photographers from Sirius A will not take pictures of you, and any images that accidentally feature you will be deleted.

5 Anonymous Feedback Forms

Section 3.1.16 describes Parallax Complaints Committee, which deals with anonymous complaints, one of the anonymous feedback forms on the Sirius A website. The anonymous feedback forms on the Sirius A website have 4 types: Complaints, to which only Parallax Complaints Committee has access. Website feedback, to which only Cosmic Web, the website committee, as well as the board have access, Board feedback, to which the board has access and Members Room feedback, to which the board and Houston have access. Note that the Complaints Committee only handles the Complaints feedback forms.

6 Third Parties

Sirius A occasionally collaborates with other study associations, to organize combined events. Sirius A will never share your personal information without your explicit permission. When sharing your personal information with third parties is necessary, you will be informed of this. Sirius A will never sell your personal information to third parties. Whenever data is shared with third parties,

both Sirius A's privacy policy and the privacy policy of the third party will apply to your data.

Notable third parties of Sirius A include Mailchimp, Conscrito, Brightspace, Hetzner and Brevo. Mailchimp is a service that lets companies/associations send e-mails to all their customers/members at once. The monthly newsletters are sent through the use of this service. A processing agreement has been signed with Mailchimp. Sirius A uses Conscrito for a part of its members' data administration and finances. Any information stored using Conscrito is safely secured. Sirius A uses Brightspace as a platform for all education-related announcements. Any information stored using Brightspace required for its use is safely secured according to industry standards.

Sirius A uses Hetzner as the server host for the Sirius A website and, as an extension, to store a part of its members' data administration and finances. Sirius A uses Brevo as a mail service for automated e-mails to members, including but not limited to password resets for Sirius A website accounts. Any information stored in Brevo required for its use is safely secured according to industry standards.

7 Storage Period

Sirius A stores your relationship number, transactional metadata, financial metadata, name and e-mail address after your membership or donorship has ended in order to maintain a list of alumni and to comply with the legally required retention period of financial records. All personal information of you will be stored up to one year after your membership or donorship has ended. At any point in this period, you can ask for your personal information to be deleted.

Any written communication with Sirius A must be retained for 7 years in compliance with the 7 year retention period mandated by Dutch law. Any personal information contained within this communication must, as a consequence, also be retained until the 7 year retaining period has passed.

An exception to the aforementioned rules are made for the nationality and gender data collected for the promotion of diversity in the formation of committees, as outlined in section 3.1.4. The nationality and gender are collected upon the applicants' signup, stored in the committee applications on the website and anonymised within a day after the formation of the committees, to ensure the protection of this especially sensitive data. It is not stored on Conscrito due to the permission limitations present on this platform.

8 Permission from a legal parent or guardian

We ask for your date of birth in order to determine whether or not we can legally store your personal information. If you are under the age of 16, the permission of a parent or legal guardian is required for us to store your personal information. If someone in this situation signs up for Sirius A, they will be contacted by the Board and asked for proof of permission from their guardian(s). If this is not supplied, their data will be permanently deleted. If you are certain Sirius A has stored information of someone under the age of 16 without permission from a legal parent or guardian, please send the Board an e-mail regarding this matter, so the information can be deleted.

9 Security

Sirius A has its own infrastructure for storing a part of its members' data. This infrastructure is only used when strictly necessary for website features and is secured digitally by a member of the

board trained in the website, who can not guarantee industry standard security is continuously met. Sirius A also uses Conscribo and Mailchimp as third parties. These third parties make use of industry standard security. Sirius A synchronizes members' data on the website's infrastructure to Conscribo, which is used as the main database. Both of the administration in Conscribo as well as the administration on the Website, the Secretary of the board makes encrypted backups. Sirius A does not store any personal data with cookies. Sirius A does not make use of services based outside of the EU for any purposes that require data taken from the members' data administration unless consent is explicitly given by the members whom it concerns. Sirius A does not make use of automatic decision making, anything that is requested online is reviewed by the Board. If you believe that your data has not been protected sufficiently, we encourage you to contact the Board.

10 Your Rights

As a member, donor or alumni of Sirius A, you hold the right to view and change your personal information that Sirius A stores. As a member or donor, you can view and change your display name, pronouns, biography, profile picture, photo consent choices and view your e-mail address, first- and last name, event signups and transactional metadata through our website. As a member, donor or alumnus, you can mail the Secretary of the board for insight into any other information stored by Sirius A. As a member, donor or alumnus, you can mail the Secretary of the board for editing your donation made, student number, first- and last name, phone number, emergency phone number, e-mail address, current study, home address, bank information, medical and allergy information, nationality and gender.

The Secretary of the board of Sirius A maintains the right to ask any person requesting insight or edits to their own personal data for sufficient identifying documents to verify the identity of the person requesting insight or edits to their own personal information. If the person requesting insight or edits to their own personal information is not able to present these documents, the Secretary of the board is not obligated to comply with the request until the documents have been received.

The showing of or changes to your information will be made to the utmost either two weeks after your request or one week after identifying documents have been received when previously requested by the Secretary of the board. You have the right to request that Sirius A deletes all information stored about you. Note that this request terminates your membership.

In the event of a data breach, Sirius A will notify all members, donors and alumni whom it concerns in compliance with Article 34 of the GDPR and notify a supervisory authority in compliance with Article 33 of the GDPR.

11 Overview

Data collected:	Purpose:
Student Number	Required by the University of Groningen / Registration to the Brightspace page
Relationship number	For identifying our members, donors and/or alumni
First- and last name	For identifying our members, donors and/or alumni / Sending attendance lists to external companies.
Date of birth	To determine legality of alcohol consumption during events and determining appropriate privacy regulations
Phone number	For contacting members and/or donors urgently / For adding members and/or donors to relevant communication channels
Emergency phone number	For contact in case of emergencies
E-mail address	For contacting members, donors and/or alumni / sending the newsletter / inviting members, donors and/or alumni to General Member's Assemblies / website password changing
Current study	For distinguishing between a signatory's membership or donorship / verifying eligibility for joining specific committees
Study year	For verifying eligibility for joining specific committees
Home address / postal information	For use as billing address.
IBAN	For deducting owed fees as agreed by the member or donor (Dutch bank account number)
BIC	For deducting owed fees as agreed by the member or donor (International bank account number)
Account holder	For deducting owed fees as agreed by the member or donor (International bank account number)
Medical and allergy information	Accommodating for meal preferences / giving medical care
Financial metadata	Handling finances of Sirius A
SEPA Direct Debit Mandate Status	Securing consent for debits made by Sirius A to its members
Date of registration	log of edits to members' data administration
Donation made	arranging donations made by members
Password	Logging into website
Transactional metadata	Managing website purchases
Merchandise orders	Managing website purchases
Event signups	Accounting for attendees of events
Committee membership	Organising committees and displaying committee members on the website
Committee membership history	Organising committees
Committee signup requests	Organising committees
Photo consent choices	Securing consent for pictures taken during events
Display name	Personalisation on website profile
Pronouns	Personalisation on website profile
Nationality	Committee diversity promotion
Gender	Committee diversity promotion
Biography	Personalisation on website profile
Profile picture	Personalisation on website profile