



# G.F.S.V. PHARMACIAE SACRUM

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SINDS 1881

November 2019

## **G.F.S.V. Pharmaciae Sacrum's Privacy Policy**

This page was last updated on 22 October 2018.

We are aware that you are placing your trust in us when providing your details. We therefore see it as our responsibility to protect your privacy. On this page you can find out about the type of data we collect when you use our website, why we collect this data and how we use it to improve your user experience. This way, you will understand exactly how we work.

This privacy policy applies to the services of G.F.S.V. Pharmaciae Sacrum. You should be aware that G.F.S.V. Pharmaciae Sacrum is not responsible for the privacy policies of other sites and sources. By using this website you indicate your acceptance of the privacy policy.

G.F.S.V. Pharmaciae Sacrum respects the privacy of all users of its site and ensures that the personal information you provide is treated confidentially.

### **Use of our services**

When you register for one of our services, we ask you to provide personal information. We then use this data to render this service. The data is stored on G.F.S.V. Pharmaciae Sacrum's own secure servers and by our webhost Congressus. We will not combine this data with other personal data we have at our disposal. You are requested to provide the following personal information during the registration process:

- First name
- Initials
- Surname
- Student number
- Date of birth
- Address details
- E-mail address
- Gender
- Mobile phone number
- Home phone number
- Photo
- Bank account number
- SEPA direct debit mandate

This data is used for the membership database and the annual almanac. The membership database can only be accessed by entering login details on the Pharmaciae Sacrum website. When processing registrations for various activities, Pharmaciae Sacrum is entitled to share this information with the relevant committee. All committee members must sign a confidentiality agreement (see Appendix 1). When registering for some activities, additional information may be requested, such as food allergies for dinners or insurance details for trips and longer activities. The Board of G.F.S.V. Pharmaciae Sacrum does not allow the collection of unnecessary data.

### **Communication**

When you send us email or other messages, we may retain those emails and/or messages. Sometimes we ask you to provide personal information that is relevant to the situation in question. This enables us to answer your questions and handle your requests. The data is stored on G.F.S.V. Pharmaciae Sacrum's own secure servers as well as on KPN's online back-up system. We will not combine this data with other personal data we have at our disposal.

G.F.S.V. Pharmaciae Sacrum reserves the right to contact you to provide information from and about G.F.S.V. Pharmaciae Sacrum. This may include the weekly members' email or additional information about activities.



# G.F.S.V. PHARMACIAE SACRUM

SINDS 1881

## Cookies

We collect data for research purposes in order to gain a better understanding of our customers, so that we can tailor our services accordingly.

This website uses "cookies" (text files placed on your computer) so that we can analyse how people are using the site. The information generated by the cookie about your use of the website may be transferred to G.F.S.V. Pharmaciae Sacrum's own secure servers or those of a third party. We use this information to track how you use the website, to compile reports on website activity and to provide other services relating to website activity and internet usage.

## Purpose

We do not collect or use any information for purposes other than those described in the G.F.S.V. Pharmaciae Sacrum Articles of Association, Internal Regulations and this Privacy Policy, unless we have obtained your prior consent.

## Third parties

The data is shared with third parties as little as possible. In some cases it will be necessary to share the data with external parties, with whom processing agreements will be signed. For example, data may be shared with the relevant committee members who are organizing an activity.

In addition, personal data are used for the annual almanac, the four association magazines and behind the secure part of the website. This involves sharing names, address details, dates of birth, cohorts and profile pictures. If you object to the use of this information, you can indicate this on the registration form or report it to the Board of G.F.S.V. Pharmaciae Sacrum. Of course, these data will then not be used for this purpose.

You can also give us your permission to forward your e-mail address to the Royal Dutch Pharmaceutical Students Association (K.N.P.S.V.). They will use this e-mail address to share information about the K.N.P.S.V.

## Changes

This privacy policy is based on the use of and options on our website and on the association as a whole. Any adjustments and/or changes to this site or to the policy of the association may lead to changes in this privacy policy. We therefore recommend that you consult this privacy policy regularly.

## Options for personal data

All visitors have the opportunity to view, change or delete all personal data that has been provided to us. Visitors can change their data via the Pharmaciae Sacrum website or by sending an e-mail to [bestuur@psgroningen.nl](mailto:bestuur@psgroningen.nl).

## Submitting requests to change/delete data

If you would like to change your details or have your data removed from our files, please contact us (contact details below). You can also make changes to the data you wish to publish by editing your own personal data on the Pharmaciae Sacrum website. If you submit a request to change your data, the Board will strive to process this request within two weeks, with the exception of the holiday periods. If you inform us that you no longer wish to be a member of our association, this will be processed within one academic year. If you delete all your personal data, it is no longer possible to be a member of G.F.S.V. Pharmaciae Sacrum, and your membership will be terminated.



# G.F.S.V. PHARMACIAE SACRUM

SINDS 1881

## Securing personal data

Securing your personal data is a task that G.F.S.V. Pharmaciae Sacrum takes very seriously. As such, login details will always be required to access certain areas of the site and only pharmacy students can become members of the association. The Board will ensure that your data is not misused. Data is stored on a hard disk, which is secured in a locked cabinet. In the event of a change of Board, former Board members will no longer have access to the area, with the exception of the previous Board and the Audit Committee. If you have any questions or suggestions regarding the security of personal data, please contact the Board of G.F.S.V. Pharmaciae Sacrum.

## Turning off cookies

Most browsers are set to accept cookies by default, but you can change your browser settings to block all cookies or to send a notification when a website is trying to send a cookie. However, some features and services on our and other websites may not function properly if cookies are disabled in your browser.

## Data breach

In the case of a data breach, this breach is reported to the Dutch Data Protection Authority. A data breach is not just a disclosure of personal data. It also includes all unintended processing of data. A notification of this must be made at the AP and those whose data are involved in the data breach within 72 hours. Data breaches must also be documented for the association itself. You should be able to demonstrate how data may have been leaked. In order to do that you need to know who has had access to that data.

## Questions and feedback

We regularly review our compliance with this privacy policy. If you do not agree with the privacy policy and cannot come to an agreement with us, you have the right to contact the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). If you have any questions about this privacy policy, please contact us:

G.F.S.V. Pharmaciae Sacrum  
Antonius Deusinglaan 1  
+31 (0)50 363 3314  
[bestuur@psgroningen.nl](mailto:bestuur@psgroningen.nl)



G.F.S.V.  
**PHARMACIAE SACRUM**  
SINDS 1881

**NON-DISCLOSURE AGREEMENT FOR COMMITTEE MEMBERS**

**The undersigned:**

Name: .....

Street and house number: .....

Postal code: .....

Town/city: .....

Committee: .....

hereinafter referred to as: the 'Receiving party'

and

Association: *G.F.S.V. 'Pharmaciae Sacrum'*

Name of representative of association: *Jan de Boer (praeses)*

Street and house number: *Antonius Deusinglaan 1*

Postal code: *9713 AV*

Town/city: *Groningen*

Chamber of Commerce number: *40024603*

hereinafter referred to as: the 'Issuing party'

**have agreed as follows:**

**1. Confidential information**

- 1.1. The Receiving Party acknowledges that they are bound to a duty of confidentiality, both during and after an exchange of information regarding all **personal details (special or otherwise)** which:
- (1) are or were imparted to the Receiving Party directly or indirectly; and/or
  - (2) relate to the Issuing Party's association; and/or
  - (3) relate to businesses belonging to people or legal entities affiliated with the Issuing Party; and/or
  - (4) relate to members of the Issuing Party's association.

The details, information and particulars defined above are hereinafter referred to jointly and separately as confidential information.

**2. Confidentiality**

- 2.1. The Receiving Party will treat all confidential information with the utmost confidentiality. In this respect, confidentiality is taken to mean that:



**G.F.S.V.**  
**PHARMACIAE SACRUM**

SINDS 1881

- (1) no part of the confidential information will be imparted to third parties, either verbally or in writing, directly or indirectly, without explicit prior written permission from the Issuing Party; and/or
- (2) Confidential information may not be used for the benefit of third parties without explicit prior written permission from the Issuing Party.

2.2. In this respect, confidentiality also means that confidential information may not be used for personal gain without explicit prior written permission from the Issuing Party, unless this is necessary to achieve the Goal (the activity).

2.3. The Receiving Party will not pass on confidential information, in full or in part, to third parties (including any advisers, employees or other third parties that they may appoint). Contrary to the previous sentence, the Receiving Party is allowed to discuss confidential information with, or impart confidential information to, third parties after having received written permission from the Issuing Party. The Issuing Party can give their permission to the third party too, by signing a non-disclosure agreement with them.

2.4. The Receiving Party must take great care to ensure (and is responsible for ensuring) that the confidential information is stored safely and securely, to avoid the confidential information being disclosed contrary to this non-disclosure agreement.

2.5. The Receiving Party declares that before, during and after the work that they will carry out, that they will not directly or indirectly be involved in practices that are the same as, the equivalent of or similar to the Goal (the activity).

2.6. Compiling confidential information.

**3. Obligation to return confidential information**

3.1. The Receiving Party undertakes to return all digital or printed documents and information imparted by the Issuing Party, and any digital or printed copies that may have been made, at the Issuing Party's first request, and not to keep or pass any copies of said documents to third parties. The Receiving Party is not authorized to invoke any authority and/or rights to which they are otherwise entitled in order to retain information. This includes the possibility of the power to defer, for example. The Receiving Party explicitly relinquishes the right to invoke any such authority/power.

**Receiving Party**

**Issuing Party**

Place: .....

.....

Date: .....

.....



G.F.S.V.  
PHARMACIAE SACRUM

SINDS 1881

Name: .....

Signature: .....