

# Cosmos Privacy Policy

Latest version: 08-08-2021

## 1. International Student Association Cosmos

You are currently reading the privacy policy of the International Student Association Cosmos (hereinafter referred to as: Cosmos). Cosmos is an association which aims at creating and maintaining a community for both international and dutch students at the University of Technology, Eindhoven. In doing this, the association organizes many activities for its members.

To be able to do this, Cosmos collects data of its members. Therefore, it is important for you to know what your data is being used for and how you can clarify your wishes with regard to this data to Cosmos.

If you are not comfortable with how Cosmos utilizes your data, do not hesitate to contact us.

[internal.cosmos@tue.nl](mailto:internal.cosmos@tue.nl)

Zaki Fairuzzaki, Commissioner of internal affairs  
Den Dolech 2, 5612 AZ Eindhoven  
Chamber of Commerce (KVK) number: 56429142  
MetaForum 0.090

## 2. Purpose of Data Collection

All data collected is collected due to either legitimate interest or because we are obliged by law to collect that data. The legitimate interest being ensuring a pleasant and unproblematic membership as well as the creation and maintenance of our community.

Cosmos collects data for the following purposes:

### 2.1 Activities

Photos will be taken during activities. In the case that your photos get published without your permission, you can contact us through [cosmos@tue.nl](mailto:cosmos@tue.nl) and we will remove your photos immediately.

### 2.2 Member administration

Cosmos communicates essential information, such as changes made to this document and invitations to general member meetings, via email. To be able to do this, Cosmos must have your email address. In addition, your email address will be used for promoting events by

means of a newsletter. You can always unsubscribe from this newsletter via the Preferences tab in the website.

## 2.2.1 Website

To be able to login on the website, you must have created an account on the website via the registration option on the website. To be able to have an account on the website, you must have given a password in the sign-up form. Passwords on our website are encrypted and not accessible by anyone within the association.

Next to that, the website stores:

- First name
- Last name
- TU/e email
- Nationality
- Major
- Campus card number (to give you access to the Common Room)

## 2.2.2 Financial administration

Cosmos is obliged by law to keep all financial records for up to 7 years. Personal details are included in these financial records if you have either participated in events of the association for which you had to pay a participation fee or have organized events for which you have made costs on behalf of the association and reimbursed these costs. Information that is saved includes:

- IBAN (bank account number)
- Name
- Description of expense
- Date of transaction

## 3. Processors

Cosmos has data processing agreements with the following companies. This means your data will also be processed by these companies. To be able to send and receive emails, we have a data processing agreement with Microsoft. If you send an email to an address that ends with [cosmos@tue.nl](mailto:cosmos@tue.nl) then this means your email will be processed by Microsoft.

Furthermore, if you are an active member (are part of one of the committees of Cosmos) then your email address will be shared with Google in order to give you access to the shared drives of Cosmos.

## 4. Security

The personal data processed by Cosmos and/or abovementioned third parties, are only accessible by the corresponding parties. Measures are taken to ensure no unrightful access to these data occurs. All software is protected with at least a password.

When a new board is constituted, Cosmos intends to change passwords to all accounts that belong to Cosmos such that no unrightful parties can access data. In the unlikely event that your personal information is accessed unrightfully, then you as well as the Autoriteit Persoonsgegevens (dutch privacy watchdog) will be informed.

Your visits to the website (<https://cosmostue.nl>) are protected with an SSL certificate, which means that your connection to Cosmos is private. You recognize this private connection by the lock symbol in your browser.

## 5. Your rights

As a member of Cosmos you have the following rights:

### 5.1 Right to inspect

At all times, you have the right to ask for all your personal information stored by Cosmos. To use this right, you can contact Cosmos via email.

You will then get an extract of your data at Cosmos.

### 5.2 Right to rectify

Is your information incorrect or has something changed? You have the right to let it get rectified by Cosmos. Besides this, you can change your email address on the website.

### 5.3 Right to delete data

If you do not want Cosmos to keep your data anymore, then you can use the right to delete your data, as long as you have no outstanding debts at Cosmos.

### 5.4 Right to file a complaint

You have the right to file a complaint at the Autoriteit Persoonsgegevens, if you think Cosmos is not adhering to privacy legislation. You can do so by visiting this link.

## 5.5 Right to stop data processing

Do you not want Cosmos to use your data anymore? Then you have the right to revoke your permission that allowed Cosmos to process your data. This does not cause data processing before your repeal to be unlawful. Usage of this right causes your membership to end, since the processing of the non-optional personal information is a necessary prerequisite. Naturally, we cannot stop using your data if it is required by law, and if there are still outstanding debts.

## 6. Obligations

As a member of Cosmos, you are obligated to inform the association of changes to the following data:

- Name
- Email address

Cosmos has the right to disclose data when:

- This is required by law, or
- Cosmos considers it justified to serve a legal request or process, or
- To protect the rights, properties, and safety of Cosmos.