Personal Data Declaration Utrechtsch Studenten Concert

This is the privacy statement of the Utrechtsch Studenten Concert, located in Utrecht, registered in the Trade Register of the Chamber of Commerce under number 40476667.

This declaration has been prepared to clarify which personal data the USConcert processes about you and for what purposes it does so. It also explains your rights regarding the personal data collected by the USConcert. The USConcert is aware that this concerns confidential information and will therefore process this data responsibly to protect your privacy in accordance with privacy legislation.

Processing of personal data

Below is an overview of which personal data the USConcert processes, for what purposes it does so, how long it retains this data, with whom it shares the data, and whether your consent is required for this.

Collection and use of personal data necessary for the execution of the membership agreement
This concerns the processing of personal data necessary for the execution of the membership agreement between you and the USConcert. For the collection and use of this data, your consent is not required. Even before you become a member, but have signed up to audition, the USConcert collects and uses personal data necessary to make your membership possible. Below is an overview for both audition candidates and members of the data the USConcert processes to enable membership, and the purposes for which it does so.

Data of audition candidates

Data	*Purpose*
Names (first and last names)	To properly distinguish between candidates and address them appropriately.
Date of birth	To determine whether the candidate is a minor or an adult.
Email address	To provide information about the audition and to contact the candidate.

Telephone number	To provide information about the audition and to contact the candidate.
Instrument	To determine whether the candidate qualifies for membership and to inform the audition committee.
Orchestral experience	To inform the audition committee.
Current study	To inform the audition committee (candidates studying at UU or HU have priority during auditions).

Data of members

Data	*Purpose*
Names (first and last names)	To properly distinguish between candidates and address them appropriately.
Title (e.g., Mr./Ms.)	To address members appropriately in writing and for member administration.
Date of birth	To maintain a list of minors, facilitate birthday congratulations, and for member administration.
Home address (street, number, postal code, city)	To reach members by post, for example, to send cards, and for member administration.
Email address	To maintain contact with members, for example, through member newsletters and announcements.

Telephone number	To contact members who cannot be reached by email or post, or in urgent situations.
Current study	For the triennial assessment by Utrecht University and the Utrecht University of Applied Sciences to receive subsidies. This information is shared anonymously with the assessment committee.
Instrument	Necessary to determine orchestral composition and for the continued existence of the orchestra.
Start and end date of membership	For member administration and for organizing alumni activities such as reunions.
Bank account number	To facilitate automatic collection of membership fees and reimbursements.
Image use (photo and video material made during rehearsals, concerts, and other activities of the USConcert)	Processed for archiving to illustrate the history of the orchestra for future reference.

Collection of other data

In addition, the USConcert collects and uses personal data that are not necessary for the execution of the membership agreement. Before collecting such data, the USConcert will ask for your consent. Below is an overview of which personal data this concerns and for what purposes the USConcert processes them. You may withdraw your consent for the processing of this data at any time.

Data	*Purpose*
Contact details of emergency contact (names, home address(es), phone number(s))	To contact a member's emergency contact in case of an emergency and to provide information about the USConcert directly after the member joins.
Information about instrument and accessories (including insurance details)	For the administration of international tours.
Passport details (passport number, validity, and copy)	For the administration of international tours.
Medical details (allergies, medication use, etc.)	To prevent medical emergencies during activities.
Dietary preferences	To accommodate non-medical dietary preferences of members during activities.

Provision of personal data

In principle, only the board and the travel committee of the USConcert have access to personal data. They use it solely for the purposes described above. The personal data of audition candidates are also shared with the audition committee, who use it only for the purposes described above. In addition, the names of members are shared with the two confidential contact persons of the USConcert. They create a document in which each member is assigned a random number. This number is used in the documentation of any complaint procedures by the confidential contact person.

Certain personal data are shared internally (with all members) and/or with third parties. The table below shows which personal data are shared and for what purposes. The USConcert will ask your consent before sharing these data.

Name	Shared internally with members through the members' magazine 'Het' to improve mutual accessibility. Shared externally for promotional purposes via the website and concert programs. Registered by the two confidential contact persons and linked to random numbers to ensure confidentiality in complaint documentation.
Instrument	Shared internally via the members' magazine 'Het' to improve mutual accessibility. Shared externally for promotional purposes via the website and concert programs.
Current study	Shared externally for promotional purposes via the website and concert programs.
Home address	Shared internally via the members' magazine 'Het' to improve mutual accessibility.
Visual material	Shared internally and externally for promotional purposes through social media and the website.
Digital documentation of complaint procedures	Anonymized and stored in the secure drive of one of the two confidential contact persons and the chair of the board, linked to the random member number, without including the member's name.

Some data (name, title, address, email, phone number, study, start and end of membership, and instrument) are shared with the 'Stichting Vrienden van het USConcert'. The purpose is to inform alumni about alumni activities such as reunions and the opportunity to use their lifelong free membership. You will be asked for your consent for this.

Retention of personal data

After termination of your membership, the following data are deleted: contact details, emergency contact details, information about instrument and accessories, medical details, dietary preferences, bank account number, and passport details.

Your name, title, home address, telephone number, and email address are retained to facilitate contact between the USConcert and former members. Your consent will be requested for this. Additionally, your consent will be requested for retaining your name and linked number in the confidential contact persons' documentation for five years after leaving the orchestra. After this period, they will delete your name and number. Your date of birth, study, instrument, and start and end date of membership are retained for archival purposes, for which consent is not required.

Visual material is also retained for archival purposes, for which consent is not required. However, for sharing such material with third parties for promotional purposes (even after the end of your membership), your consent is required.

Anonymized documentation of complaint procedures is retained for five years in the digital archives of the confidential contact persons involved. Each chair of the board also keeps this documentation for five years after their term. After this period, it is deleted by both the confidential contact persons and the chair. Consent is required for this retention.

Security of personal data

The USConcert takes appropriate measures to protect your personal data from loss, unauthorized access, publication, and unlawful processing. Access to personal data is restricted. In the event of a data breach, the USConcert must notify members whose data have been leaked within 72 hours of discovery.

Rights of data subjects

You have the right to request access to your personal data from the USConcert (unless the USConcert is not required to provide this under the General Data Protection Regulation (GDPR)) and to have your data supplemented, deleted, or restricted. You also have the right to limit processing and to object to further processing. Such requests can be made to the secretary (secretaris@usconcert.nl). You must identify yourself for such a request. If you

wish your data to be deleted, the USConcert will also notify all other organizations that received the relevant data.

Dutch Data Protection Authority
Anyone whose data is processed by the USConcert has the right to file a complaint with the Dutch Data Protection Authority.

Changes to privacy policy
This privacy statement may be amended with the approval of the General Members' Meeting of the USConcert. If the privacy statement is changed, you will be notified by email. The most recent version of this privacy statement will always be available on the website. The USConcert therefore advises you to review the privacy statement regularly.

Contact
If you have any questions about the processing of personal data by the USConcert, you can contact the secretary (secretaris@usconcert.nl). .