

Privacy policy

The privacy policy was last updated on 9 November 2018

BEAM, the student association that unites all master students of Biomedical Engineering from UGent and VUB, is aware that you have confidence in us to protect your privacy. We understand that this is a huge responsibility and therefore take it very seriously. As a result, BEAM will in all cases comply with applicable laws and regulations, including the General Data Protection Regulation or GDPR in order to provide the best possible protection for your personal information.

On this page, you can read all about what personal information will be collected, as well as their purpose when using one of our services. You can also read all your rights regarding your personal information and how you can use these rights. If you still have questions after reading this statement, please do not hesitate to contact us.

Contact

Beam
Kerkweglos 10
9870 Machelen
Belgium
beam.ugentvub@gmail.com

Information that we process

We continuously strive to collect as little information as possible and only to do so collect if they are absolutely necessary or to provide the best possible experience of an activity. Below, we give a list about which data we can have and for which they serve:

- **Name:** to identify participation in an activity, membership or sponsorship
- **Field of study:** to provide you with an optimal guidance on Career day, if registered for this activity.
- **Year of study:** to provide you with an optimal guidance on Career day, if registered for this activity.
- **Email:** to notify you about updates related to your membership or sponsorship, to contact you for activities, newsletters and invitations, to identify you on our website <http://www.beam-ugentvub.com/>
- **Curriculum vitae:** If you submitted it (e.g., for screening). If you agree, this can be passed on to our partners.
- **Payment and invoice details:** if you have to pay for a service (e.g., participation cost for an activity by transfer)

Our specific goals

The personal information provided by you will only be used for practical purposes. Under no circumstances will data be passed on to third parties without your permission, with the exception of the third parties listed below.

Retention period

We keep your personal information for the duration that is necessary for the purposes of this organization with due observance of the legal storage and limitation periods. After the retention period has expired, the data will be deleted.

- **Curriculum vitae:** up to 4 weeks after the activity for which it was submitted (e.g. cv screening)
- **Payment and invoice details:** as long as we are legally obliged according to laws and regulations.
- **Email:** Email addresses of alumni are stored in our database for an indefinite period of time, unless the alumnus himself requests the removal of this information. Other email addresses are stored during membership, up to 5 years after termination of membership or up to 1 year after the last use of a service or participation of an activity.
- **Other information:** Other information is stored during membership, up to 5 years after termination of membership or up to 1 year after the last use of a service or participation of an activity.

Providing information to third parties

Under no circumstances will data be passed on to third parties without your permission, with the exception of the third parties mentioned below, unless this is legally required and permitted (e.g. police investigations).

The personal data stated in messages and on invoices are only passed on to the board of BEAM of the current year, and the chairman/chairwoman and the treasurer of the board of BEAM of the previous year. This is about the following data:

- name
- email address
- payment and invoice details

In order to have your CV screened, we use the services of CrossBridge, a coaching-, recruitment- en HR-consulting company. Crossbridge undertakes not to store these cvs for longer than 4 weeks after receipt.

We use other services to send our emails (e.g. Gmail). When we use this, it is possible that your email address is passed on to them.

We use other services to register you for activities (e.g. Google Forms). When we use this, it is possible that the personal information in it is passed on to them.

Our website contains links to other websites (e.g., Facebook, LinkedIn). If you use them, you consent with their privacy policy and terms of use. We strongly advise you to read their usage and privacy conditions, because these websites are not covered by this privacy policy.

Security

To avoid misuse and unauthorized access to personal information, we take certain measures:

- Access to personal information is only possible by the authorized members of the board. Therefore, they must be logged in with their account before they can consult this data.

If we are aware of a violation of the data of our members, we will inform affected members within 72 hours.

Rights

You can use your rights underneath by contacting us via our email address **beam.ugentvub@gmail.com**. We kindly request you to also include an identification to be able to respond to your request. BEAM will strive to formulate an answer to your requests within 72 hours.

Right of access

You have the right to request your data at all times that are recorded and stored at BEAM. You do this by sending an email to us. You will then receive an overview of your data.

Right to rectification

You have the right to correct your personal information if it does not turn out to be correct. You do this by sending an email to us.

Right to data portability

You have the right to request BEAM to transfer your personal data to another party or service. BEAM will transfer all your personal information to this party.

Right to erasure (right to be forgotten)

You have the right to remove your personal information as long as this action does not violate any law or regulation. BEAM will assure that your data will be deleted within 1 week.

Complaints

If you have a complaint about the processing of your personal information, we kindly request you to contact us directly. You always have the right to file a complaint with the Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Changes to the privacy policy

We reserve the right to change this privacy policy. We encourage you to read this statement regularly so that you are kept informed of any changes. The last modification dates from November 9, 2018.