Kinjin Privacy Policy

Table of Contents

This document is the Kinjin Privacy Policy. You can find the following information in this document:

1. What is Kinjin?
2. What data do we keep?
3. Why do we keep records?
4. As a member, how do I delete my data that Kinjin has stored?

In other words, this document contains information about the processing of personal data.

What is Kinjin?

Kinjin, or as in the statutes the *Japanse Cultuurvereniging voor Eindhovense Studenten Kinjin*, is a Japanese cultural association for students in Eindhoven. Below is information you can use to reach us.

- Name of the association: Japanse Cultuurvereniging voor Eindhovense Studenten Kinjin.
  - *In short, Kinjin.*
- Contact person of the association: This is the board of the association.
  - The board consists of a chairman, secretary, and treasurer. There may also be general board members.
- Mailing address:
  JCES Kinjin
  　　TU/e Luna de Plint, postbus 12
  　　Postbus 513
  　　5600 MB Eindhoven, Netherlands
- Visiting address:
  De Lampendriessen 31
  　　TU/e Luna de Plint, room No. -1.219
  　　5612 AH, Eindhoven
  　　Netherlands
- Email:
  - If you want to email the president directly: *voorzitter@kinjin.nl*
  - If you want to email the secretary directly: *secretaris@kinjin.nl*
  - If you want to email the treasurer directly: *penningmeester@kinjin.nl*
  - For privacy related emails: *privacy@kinjin.nl*
  - For important administrative matters: *bestuur@kinjin.nl*
  - For every other email: *info@kinjin.nl*
- Website: *https://kinjin.nl/*

For questions About this document, send an email to *privacy@kinjin.nl*.

● Facebook: *https://www.facebook.com/JCES.Kinjin/*

Personal data

Below you can find a table that shows what information Kinjin stores for what purposes. The member is responsible for passing on the correct personal data to Kinjin. As with a change of (email) address, telephone number and educational institution. The way the table works:

- *The first column **(Cause)** explains why Kinjin needs certain data.*
- *The second column **(personal data)** lists the data needed for the purpose.*
- *The third column **(explicit consent obtained?)** means that Kinjin has explicitly requested permission for this specific purpose, which can be found in the same row. If Kinjin has obtained permission for this, there is a "YES" here, otherwise there is a "NO".*
- *The fourth column **(necessary because:)** lists possible reasons why Kinjin did not explicitly ask permission for certain data/targets.*
- *The last column **(third parties)** lists possible third parties with whom Kinjin shares the data for the purpose that is in the same row.*

Cause	Personal data	*Explicit consent obtained?*	Necessary because:	Third parties
Registration of a paragraph[1]	First and last name Date of birth Email	N/a.		-
Communication[2] with a member	Email (Zip code and house number) (Mobile phone number)	Yes		-
Checking age	Date of birth	No	When alcohol is provided by Kinjin, Kinjin is required to check whether a member is legally allowed to consume alcohol	-
Verify student status	First and last name Student number and agency	No	Kinjin is a student association, so we are required to know whether or not you're a student	Educational institution*
Grant access to the common room[3]	First and last name Card number (External card for non TU/e student))	Yes		TU/e*
Provide key access to the Kinjin room[4]	First and last name Card number (External card for non TU/e student)) Valid BHV[5]	Yes		TU/e*
Adding a member to the WhatsApp group[6]	Mobile phone number	Yes		Yes*
Adding a member to the Discord[6]	Discord ID	Yes		Yes*
Add a member to the Facebook group[6]	First and last name Public Facebook profile	Yes		Yes*
Internal publication of images[7, 8]	Footage	Yes		Yes*
External publication of images[7, 8]	Footage	Yes		Yes*

For questions About this document, send an email to *privacy@kinjin.nl*.

Direct debit of membership fees etc.	First and last name IBAN	Yes		Rabobank

Additional information about the table:

1. See the statutes for the difference between a special membership and a normal membership. In short, if you do not want to enter a student number but want to be a member of Kinjin, you have to apply for special membership.
2. Our official communication is **via e-mail.** If you do not want to provide an email address, but you want to be a member, you'll need to discuss it with the current board.
3. Kinjin is located on floor -1 in the Luna building on the TU/e campus. Access to part of this floor is secured through a card reader. By *granting access to the common room*, we mean that, if necessary, we will request a card for you and/or the necessary permissions for your card. This happens at TU/e security.
4. Access to the Kinjin space is secured by means of a lock on the door. Requesting key access is done by us via DIZ (Internal Affairs Department) of the TU/e.
5. When applying for key access, the TU/e (DIZ) asks if the member has a valid BHV license.
6. Information required at these points can also be passed on via personal contact. This means that Kinjin *will not record this data*.
7. Internal publication concerns distribution amongst (former)Kinjin members, for example via WhatsApp, internal Facebook group and similar platforms. External publication means that the footage may be used on the Kinjin website, as well as flyers and other promotional purposes.
8. If the member does not wish to agree to this, this row should be clearly crossed out. The member has the right to authorize the publication of his/her imagery for each publication (internally and/or externally).

*Information about third parties

If information is shared with third parties, as indicated in the table below the point Personal Data, it will be shared with indicated third parties. Information sharing is only done with the written consent of the member. See the short list below for any specific information that is shared and with whom.

WhatsApp: Your mobile number you use for WhatsApp is necessarily shared with others in the WhatsApp group. Furthermore, other publicly accessible information that WhatsApp saves from you (such as your 'about' text) is shared with others in the WhatsApp group. Check out *https://www.whatsapp.com/legal/* to see what WhatsApp does with your data.

Facebook: Your public Facebook profile is necessarily shared with others in the Facebook group. Check out the following link to see how you can find out what information your public Facebook entails: *https://www.facebook.com/help/288066747875915?helpref=uf_permalink*. Check out *https://www.facebook.com/policy.php* to see what Facebook does with your data.

Discord: Your public Discord profile and ID is necessarily shared with both other people and bots in the Discord group. Check *out https://discordapp.com/privacy* to see what Discord does with your data.

TU/e: The information shared with the TU/e is fully in the table. If you want to know what the TU/e does with the shared data, you can check that by sending an email to: *esa@tue.nl.*.

Fontys: The information shared with Fontys is entirely in the table. What Fontys does with this data can be found on *https://fontys.nl/Over-Fontys/Regelingen-statuten-en-reglementen.htm.*.

Google: The information shared with Google concerns Kinjin's entire digital records. This is on the Google-provided service, Google Drive. What Google does with this data can be found on *https://policies.google.com/privacy.*.

For questions About this document, send an email to *privacy@kinjin.nl*.

Kinjin members: With *internal publication* of images, the footage is shared with other (former) Kinjin members. This can *be done via* WhatsApp and similar platforms. Any further (re-)publication of the images, other than what has been shared by Kinjin via relevant platforms, is not Kinjin's responsibility.

Others: When the footage is published *externally*, the footage is shared publicly. This can be done via the public Facebook page of Kinjin and the Kinjin website. Because the footage is published publicly, anyone with access to these channels will also have access to this footage. Any further (re-)publication of the images, other than what has been shared by Kinjin via relevant platforms, is not Kinjin's responsibility.

Access to data

1. **The entire current board of Kinjin** has access to all the information that is stored. When a new board is elected, the new board of Kinjin must adjust all passwords so that the old board no longer has access to this information, within two weeks of the changeover.
2. Disputes / committees of Kinjin authorized at a GMM (General Member's Meeting) to view the data.
3. Senpai, formerly known as ROBJA (Council of Board Support and Legal Advice), may be granted temporary access to related information concerning Senpai's purpose by administrative decision.
4. **Members can request their own information at any time. This is done with an e-mail to privacy@kinjin.nl. It is up to the incumbent board to process this as soon as possible.**
5. For administrative reasons, the association retains the names of honorary members. An honorary member retains the right to have his personal data removed from the records, but this will always be linked to the cancellation of the honorary membership.

Deleting data

If you want data stored to be deleted, please send an email to *privacy@kinjin.nl* with your name and (optional) reason why you want this data to be deleted. Mandatory information as indicated on the registration form can only be deleted if you are no longer a member.

Way of saving

We store our personal data through an online file-sharing service, Google Drive.

List of definitions

Some personal data as written in the table may not be clear in the first respect. To remedy this, we add here a list of definitions about what these personal data are. Some items in this list are probably not necessary but are listed for completeness. Where possible, an example has been given.

1. First and last name: Your name as on your passport / ID, for example *Willem Alexander*
2. Date of birth: The day you were born, as your passport / ID says, for example *31/12/1999.*
3. Email Address: An email address you can access, such as *voorbeeld@provider.com*
4. Postcode and house number: The home address where you currently live, for example: *De Lampendriessen 31, 5612AH, Eindhoven*
5. Student number and agency: Your student number *is unique* by agency. An example of an instance is the TU/e or Fontys, and an example of a *student* number is *9999999*
6. Pass number: The number that is on your TU student card, or on an external pass. An example of this is *9999999*
7. External Pass: An external pass requires a blue pass to access the general space. This field tracks which external pass has access, so this is a three-digit code, for example *123*
8. Mobile phone number: Your phone number, for example: +31 6 12345678
9. Public Facebook profile: A link to your public profile on Facebook, for example: *https://www.facebook.com/JCES.Kinjin/*
10. IBAN: If you agree to direct debit, the IBAN number of your bank account will be used. Example: NL42RABO1234567890

For questions About this document, send an email to *privacy@kinjin.nl*.