

Arab Student Association Amsterdam (ASAA) – Privacy Policy

Effective Date: 29 August 2025

Controller: Arab Student Association Amsterdam (ASAA) – a non-profit student association registered in Amsterdam, Netherlands (KvK No. 98160206).

Registered Address: Tt. Vasumweg 63M14, 1033 SE Amsterdam, Netherlands

Contact Email: info@asaamsterdam.nl

Website: <https://asaamsterdam.nl>

Data Protection Officer: Not appointed (not required under GDPR for a small association).

1. Scope

This Privacy Policy explains how ASAA collects, uses, shares, and protects personal data of:

- **Members and prospective members**
- **Event and workshop participants**
- **Website visitors and social media interactors**

By joining ASAA, registering for activities, or using our website or social media pages, you acknowledge and agree to this Privacy Policy.

2. What Data We Collect

Depending on your interactions with ASAA, we may process various categories of personal data, including:

- **Identity & Contact Details:** e.g., full name, email address, phone number.

- **Student/Affiliation Information:** e.g., student ID number, university or institution, study program, and year.
- **Membership & Participation Details:** e.g., membership status, event/workshop sign-ups, attendance records, and feedback you provide.
- **Payment/Financial Information:** e.g., payer name, payment method, and reference, amounts paid, timestamps. (*Note: We do **not** store full card details.*)
- **Online Data (Website Usage):** e.g., IP address, device and browser information, pages viewed, and cookies/analytics data (see Section 10 below).
- **Media:** Photos or videos taken at ASAA activities where you may be identifiable (see Section 9 regarding how media is handled).

3. Purposes of Processing

We use the personal data we collect for the following purposes:

- **Membership Administration:** To administer memberships and maintain our member register.
- **Communications:** To inform you about news, upcoming events, workshops, and organizational matters via email or other channels.
- **Event Management:** To manage event and workshop registrations, attendance, and logistics (including venue access, capacity planning, and safety measures).
- **Financial Processing:** To process membership fees, event ticket payments, and donations, and to maintain proper accounting records.
- **Website Improvement:** To operate, analyze, and improve our website, outreach, and services (for example, using aggregate analytics).

- **Legal Compliance:** To comply with legal and fiscal obligations (such as financial record-keeping and reporting requirements).

4. Legal Bases

We process personal data only when we have a valid legal basis under the General Data Protection Regulation (GDPR). Depending on the context, one or more of the following bases may apply:

- **Contract (Association Relationship):** Processing is necessary to provide membership benefits, event participation, or other services you have requested as part of your relationship with ASAA.
- **Consent:** We rely on your consent for certain optional activities, such as sending newsletters to non-members or using identifiable photos of you in our promotions when required. (You have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.)
- **Legitimate Interests:** We may process data to pursue our legitimate interests in running and improving a student association — for example, conducting basic analytics or safeguarding our community — in ways that do not override your privacy rights and freedoms.
- **Legal Obligation:** Some processing is necessary for compliance with our legal obligations, e.g., adhering to Dutch fiscal regulations that require keeping financial records for a certain period.

5. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes described above, or to meet legal obligations. In general:

- **Membership & Participation Data:** Retained while you are an active member or participant. After you leave the association or end your participation, this data is deleted

or anonymized within 12 months, unless we need it for a longer period for legitimate reasons (for example, to follow up on an incident or legal matter).

- **Alumni Contact Details:** Basic contact information may be kept longer (with your consent) in an alumni list so we can inform you about alumni activities or reunions.
- **Financial Records:** Kept for 7 years after the related transaction, in accordance with Dutch bookkeeping laws.
- **Newsletter Lists (for non-members):** Retained until you unsubscribe or after 24 months of inactivity, whichever comes first.
- **Photos/Videos:** Typically deleted after they have served their purpose in event reports or promotions, unless we archive them for historical documentation. Individuals can request the removal of identifiable images at any time (see Section 9).

ASAA does **not** use personal data for any automated decision-making or profiling that has legal or significant effects on individuals.

6. Sharing & Recipients

We treat your personal data with care and confidentiality. We do **not** sell personal data to third parties. We only share your data in limited circumstances:

- **Service Providers (Processors):** We may use trusted third-party service providers to support our operations (e.g., email newsletter services, cloud storage, event ticketing/payment platforms, website hosting). These providers process personal data on our behalf **only** for the purposes we specify and are bound by contracts requiring them to protect your information.
- **Event Partners and Venues:** For certain events, we might need to share a minimal amount of data with co-organizers, venue operators, or security personnel, strictly as needed for access control, safety, or compliance with venue requirements (for example,

providing a list of registered attendees to a campus facility).

- **Legal Requirements:** If we are required by law to disclose data (for instance, to government authorities or law enforcement), we will only do so to the extent that we are compelled by legal obligation.
- **Internal Use:** Otherwise, personal data remains within the ASAA organization. It is only accessed by ASAA board members or authorized volunteers **on a need-to-know basis** to carry out their duties. All persons with such access are subject to confidentiality obligations.

7. International Data Transfers

Our primary data processing and storage occur within the European Union/European Economic Area (EU/EEA). If we ever need to transfer your personal data outside of the EEA (for example, if we use a cloud service provider based in another country), we will ensure that appropriate safeguards are in place. These may include using countries with an EU adequacy decision or incorporating European Commission Standard Contractual Clauses (SCCs) in our agreements, to ensure your data is protected according to EU privacy standards.

8. Data Security

We employ appropriate technical and organizational measures to secure personal data against unauthorized access, alteration, disclosure, or destruction. These measures include, for example, role-based access controls (so only authorized individuals can access certain data), secure (encrypted) cloud storage solutions, strong authentication procedures for accounts, and confidentiality agreements for our staff and volunteers.

Please be aware that no method of transmission or storage is 100% secure. We strive to protect your data, but we cannot guarantee absolute security. If you have reason to believe that your interaction with us or your data might no longer be secure (for instance, if you suspect a data breach or unauthorized use of your information), please notify us immediately at info@asaamsterdam.nl so we can take prompt action.

9. Photos & Media at Events

ASAA events and activities may be photographed or recorded on video. We use photos/videos to document our community events and to promote the association on our website, social media, or other channels. We strive to do this in a respectful manner.

We generally delete or refrain from further using event photos/videos after they have served their promotional purpose, unless we archive some materials for the association's historical records. **Importantly, if you prefer not to appear in any photographs or videos, you have the right to opt out.** You can inform an event organizer on site, and we will make efforts to avoid capturing you in the media. If you see a photo of yourself on our platforms and want it removed or blurred, please contact us (send an email with a link or screenshot). We will honor reasonable requests to remove identifiable images of you from our publications.

10. Website, Cookies & Analytics

When you visit our website, we may use cookies and similar technologies to ensure the site functions properly and to help us understand how people use the site. We only use cookies in compliance with applicable laws, and if required, we will display a cookie consent banner to obtain your permission for non-essential cookies.

The types of cookies we may use include:

- **Necessary Cookies:** These are essential for the operation of our website and enable core functions like security, network management, and accessibility (e.g., keeping you logged in to a member area or enabling form submissions). These cannot be disabled without affecting the basic functionality of the site.
- **Functional Cookies:** These cookies remember your preferences and settings to enhance your experience (for example, your language choice or other personalization).
- **Analytics Cookies:** These help us improve our website by collecting information on how visitors interact with our site (for example, which pages are visited, how long users stay, and what devices are used). We use this data in aggregate form and do not attempt to identify individual visitors.

You have choices regarding cookies. You can adjust your browser settings to refuse or delete cookies. However, please note that if you disable certain cookies, parts of our website may not function optimally. Also, when we embed content from third-party platforms (such as YouTube videos, Instagram feeds, etc.), those platforms may set their own cookies and collect data under their own privacy policies, which are outside of our control. We advise you to review the privacy and cookie policies of any third-party services that you access through our site.

11. Your Rights (GDPR)

As an individual in the EU (or otherwise subject to GDPR), you have several important rights regarding your personal data that we hold. You may exercise these rights at any time by contacting us. Your rights include:

- **Right of Access:** You have the right to request confirmation of whether we are processing your personal data, and if so, to access that data. We will provide a copy of your personal data undergoing processing, free of charge, in a commonly used electronic form (unless you request another format).
- **Right to Rectification:** If any of your personal data is inaccurate or incomplete, you have the right to have it corrected or updated without undue delay.
- **Right to Erasure:** You have the right to request deletion of your personal data in certain circumstances (the “right to be forgotten”). For example, you can request erasure if the data is no longer needed for the purposes it was collected, or if you withdraw consent and we have no other legal basis to continue processing. We will honor valid requests unless an exemption applies (for instance, we may need to retain certain data to comply with a legal obligation).
- **Right to Restrict Processing:** You can ask us to restrict (pause) the processing of your data in certain situations — for example, if you contest the accuracy of the data or have objected to processing (pending verification). When processing is restricted, we will store your data securely and only process it with your consent or for legal reasons.
- **Right to Object:** You have the right to object to certain types of processing. For example, you can object to processing of your data for direct marketing at any time, or to

processing based on our legitimate interests on grounds relating to your particular situation. If you object, we will stop the processing unless we have compelling legitimate grounds to continue.

- **Right to Data Portability:** For data that you have provided to us and which we process by automated means on the basis of your consent or a contract with you, you have the right to request a copy in a structured, commonly used, machine-readable format (for example, CSV). You also have the right to ask that we transmit this data to another controller, where technically feasible.
- **Right to Withdraw Consent:** If we rely on your consent for any part of our processing, you are free to withdraw that consent at any time. Once you withdraw consent, we will stop the specific processing that was based on consent. (Note: withdrawing consent does not affect the lawfulness of processing we conducted prior to withdrawal.)

To exercise any of these rights, please contact us at info@asaamsterdam.nl. We may need to verify your identity before fulfilling your request (to ensure that we do not disclose or change information improperly). We will respond to your requests as soon as possible, and no later than one month from receiving a valid request, unless an extension is permitted by law (we will inform you if so).

If you believe we have infringed your data protection rights, you also have the right to lodge a complaint with the Dutch Data Protection Authority (**Autoriteit Persoonsgegevens**), or with your local supervisory authority if you reside in another EU country.

12. Minors

Our membership and services are intended for adults (generally age 18 and above). We do not knowingly offer membership to individuals under 18. However, minors (under 18) may still participate in certain public ASAA activities or events as **prospective members** or guests, provided they have any necessary parental/guardian permission. In such cases, we will only process the personal data of minors that is strictly necessary for their participation and will take extra care to protect that data. If we learn that we have inadvertently collected more personal

data from a minor than is needed, without proper consent, we will delete it. Parents or guardians with questions about minors' data can contact us for further information or requests.

13. Links to Other Websites

Our website and social media pages may contain links to websites, content, or services operated by third parties (for example, partners, sponsors, or university affiliates). Please note that if you click on a third-party link, you will be redirected to that third party's site or service, which operates under its own privacy policy and terms. ASAA is not responsible for the content, privacy practices, or terms of any external sites. We encourage you to review the privacy policies and terms of any third-party websites you visit via links from our site.

14. Alignment with Governing Documents

This Privacy Policy is intended to complement ASAA's official **Articles of Association** and other governing documents. In the event of any inconsistency or conflict between this Privacy Policy and the Articles of Association (or requirements of law), the Articles of Association and applicable law will take precedence to the extent of the conflict. We strive to ensure all our policies align with our legal obligations and founding principles.

15. Changes to This Privacy Policy

We may update or revise this Privacy Policy from time to time. If we make material changes (significantly affecting how we handle your personal data), we will notify members and users by appropriate means – for example, by emailing members or by posting an announcement on our website or social media. The “Effective Date” at the top of this Policy will always indicate when the latest changes took effect. We encourage you to review this Policy periodically to stay informed about how we protect your data.

Contact Us (Privacy): If you have any questions, concerns, or requests regarding this Privacy Policy or your personal data, please reach out to us:

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