



T.S.Z.W.U. Avalon  
Academielaan 5, 5037 ET Tilburg  
Website: [www.tszwvavalon.com](http://www.tszwvavalon.com)  
Mail: [board@tszwvavalon.com](mailto:board@tszwvavalon.com)

*As of writing this document, the association referred to as T.S.Z.W.U. Avalon is officially registered as S.W.A.T. Avalon. For the purposes of this document, these two names are interchangeable. T.S.Z.W.U. Avalon will be used throughout this document as it is the intent of the association to officially change its name soon.*

# Privacy Statement

## 1. Introduction

By visiting our website, becoming a member of our association, signing up for our events, or subscribing to our newsletter, you trust T.S.Z.W.U. Avalon (Hierna: Avalon, The Association) with your data. To ensure T.S.Z.W.U. Avalon handles your data properly, this document outlines the exact data Avalon collects and how it is used. If you object to the storage of (certain) data, please let us know by sending an email to [info@tszwvavalon.com](mailto:info@tszwvavalon.com). We will make every effort to modify or remove your data as soon as possible and within the legally required timeframes.

## 2. Registering and processing of data

### 2.1 Registration and deregistration procedure

The registration procedure is outlined in the Rules and Regulations. Data is stored from the moment a new member signs up.

### 2.2. Data Matrix

The table below indicates which data is registered and why. Moreover, it shows what the reason is for collecting the data and for how long the data is stored.

Goal	Which data	Ground	Duration of storage	Recipients
Administration	Name, Address, Email, Phone number, Gender, Date of birth, Nationality Sports centre ID Bank account information, School, Graduation information,	Performance of obligations under the membership agreement	5 years after terminating membership or Friends of Avalon agreement.	Conscribo, (candidate) board members, Tilburg university Sports centre

## Rules and Regulations



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	<i>emergency contact</i>			
KNZB administration	First name, last name, start number (if applicable), Date of birth	Registration with the KNZB for participation in competitions	Until 1 year after termination of membership	Sportlink, SPLASH, (candidate) board members.
Newsletter	Email	Performance of obligations under the membership agreement	Until termination of membership	Mailchimp, Board and (candidate) board members.
Activity registration	Email, First name, Last name, Phone number	Administering attendance of events for financial and communicative purposes	Until 1 year after the activity takes place.	Mailchimp, Google Forms, Secretary, Treasurer, Activity organiser (If applicable)
Merchandise registration	Email, First name, Last name, phone number, Clothing size	Administering of merchandise orders	Until 1 month after merchandise is collected is made to the association	Mailchimp, (candidate) board members. Merchandise provider (If applicable)
Sponsor messages	Email, Phone number	Permission	Until either termination of sponsorship or termination of membership	Sponsors
Digital services	Cookies (see cookie statement for more)	Permission	For duration of cookie	Website administrat

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	information)		agreement as described on the website.	or, analytics tools
Alumni association	First name, last name, email, phone number	Permission	Until termination of alumni membership	(candidate) board members Avalumni committee

For more info on what our partners do with your data, please feel free to consult their privacy statements.

### 2.2 Registration of Personal Data

T.S.Z.W.U. processes personal data using the following systems:

1. Conscribo
2. Mailchimp
3. SPLASH
4. Sportlink
5. Google drive

### 2.3 Confidentiality

Only recipients as described above have access to personal data and are allowed to process it. They are under an obligation of confidentiality unless there is a legal or reasonable necessity to provide the data. The data will only be used if deemed necessary. The audit committee checks if recipients follow the rules laid out in this document.

### Media

Besides usage of personal data, Avalon shares photos and videos on its website, social media, and promotion materials. Members reserve the right to not have their photo published. This may be done by sending an email to [info@tszwvavalon.com](mailto:info@tszwvavalon.com) Photos and videos will also be uploaded to google drive. The promo committee and the board have access to this drive. They will be considerate in the use of these materials.



The Avalon website may contain links to other websites. This privacy statement is only applicable to the website of the association, other websites may use their own privacy statement.

### **Third parties**

The association only provides personal data to third parties without your consent if this is deemed necessary for the execution of the membership agreement, except if the sharing of data is legally necessary.

### **Amendment of data**

If a person wishes to amend or view their personal data, such as their address or bank account information, they can send an email to [info@tszwvavalon.com](mailto:info@tszwvavalon.com) or send a text to the secretary or the treasurer. One has to provide proper identification before receiving the data.

If your data is amended, the association will make sure to share this amendment with all relevant parties, such as the KNZB or Tilburg University Sports centre.

### **Misuse of data**

T.S.Z.W.U. Avalon does everything in its power to ensure the personal data discussed in this document do not come into the hands of third parties without authorised access to these details. Nevertheless, should this for whatever reason occur, this will constitute a so-called data breach.

As soon as the existence of a data breach is established, this should first be notified to the current board (in case the breach occurred outside the board) and next to that, it has to be notified within 72 hours to the watchdog, the 'Autoriteit Persoonsgegevens' (AP). The latter will be done by the current board. The notification of a data breach is done through <https://datalekken.autoriteitpersoonsgegevens.nl/actionpage?0>. Notifications of data breaches should at all times be documented by the association. This way, the AP can ascertain whether the association acted conform the duty to notify. The notification of the data breach should contain the following information:

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- The nature of the breach
- The name of the authority/authorities which can provide more information on the breach
- A brief description of the presumed or ascertained consequences of the breach
- A brief description of the measures proposed or taken by the association to limit the results of the breach

Aside from the aforementioned notification, the persons concerned (i.e. whose personal data were leaked) should be informed where necessary. This should only happen when it is likely the breach will have unfavourable consequences for the person in question. This notification should contain the following information:

- The nature of the breach
- The name of the authority/authorities which can provide more information on the breach
- A brief description of the measures proposed or taken by the association to limit the results of the breach

Another form of misuse of personal data is the unauthorised use of personal data. This refers to the use of the data in another way or for a purpose other than permitted pursuant to this policy. Unauthorised use of personal data can occur both on purpose or by accident. Accidentally unauthorised use of personal data can occur when the users are not aware of the rules concerning the protection and use of personal data. Purposely unauthorised use can occur when the users are aware of the rules concerning protection and use of personal data but they deliberately or purposely violate these rules. Misuse occurs when an unauthorised person obtains and uses personal data, an authorised person uses personal data for another purpose than allowed, and/or when there is a use of personal data which were not allowed to be used or registered pursuant to the policy.

Misuse of personal data shall, can lead to punishment as outlined in the rules and regulations. This punishment may also, depending on severity, include deprivation of access to personal data.

Moreover, a thorough examination will take place to ascertain how this misuse can be prevented in the future and how any possible damage can be compensated.

## Questions and Complaints

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For questions and/or complaints regarding the privacy policy of Avalon, one can contact the current board via [info@tszwvavalon.com](mailto:info@tszwvavalon.com). Every question and/or complaint will be registered to facilitate its handling.

### **Changes and amendments of Privacy Statement**

Changes and amendments to this document will be decided on by the general members meeting.