

## **Privacy Statement**

In this Privacy Statement we explain which personal data we collect and use, and for what reason. We recommend you to read this statement carefully. This document may change due to new insights. This 1<sup>st</sup> version is dated: June 24<sup>th</sup> 2018.

## **Privacy Policy Dutch Society of Botanical Artists**

The Dutch Society of Botanical Artists is a Society established by and for its members without desire to make a profit. For the Society to perform, we use personal data and sometimes work with other companies and organizations.

## **Use of personal data**

We believe it is of the utmost importance to be careful with your personal data and therefore only collect data that is necessary to deliver you the service you may expect of us.

For example, after your registration as a member of our Society, we use your email address to inform you about the activities within our Society. We use your postal address to send you a Christmas card. And your bank account number is visible in our bank transcripts after payment of your contribution.

## **Personal data**

Depending on the service we deliver, we may store and use the following data:

- Name
- Email address
- Postal address and city
- Place and date of birth
- Phone number
- Bank account number
- Name of the bank account holder

We use the data above for one or several of the following reasons:

- To register your participation for an exhibition, activity or as a member
- To invite you for or inform you about our activities
- To register the payment of your contribution, or for specific activities
- To compile a membership list to be distributed amongst the members of our Society to stimulate contact between members
- To communicate with you through email newsletters
- To promote Botanical art through the sale of botanical products (e.g. postcards, folders and books) and articles in magazines/newspapers which will always hold the name of the artist
- To display the name of the artist in the portfolio on our website (other information will be issued by the artist)
- To register your order and inform you about its status

## **Minors**

The Society only processes personal data of minors (people under 16) when the parent or legal guardian has given written permission.

## **Data distribution to a third party**

We distribute your personal data to a third party only when it is necessary to provide you with a good service or for promotional reasons. For example, we sell postcards with the name of the artist on the back and give your name and address to the mailman to send you a Christmas card.

We also use Mailchimp to send you our newsletter. You can cancel your subscription for our newsletter via an opt-out available in every newsletter or you can send us your request. The Mailchimp privacy policy can be found on: <https://mailchimp.com/legal/privacy/>

While organizing an exhibition, personal data of the participants is shared with the location of the exhibition. Each location has its own working methods, which dictates which data is needed. For example, will the invitation and loan agreement be sent by post or email. The Society aims to distribute only the data that is needed for the success of the organization of the exhibition. An agreement will be drafted on how to use the data with the exhibition location. We will also stipulate that the data will be deleted once the data is no longer needed.

We will not distribute your personal data any further than is legally required.

## **Safety and storage**

We have taken the appropriate technical and organizational measures to protect your personal data against unlawful usage. For example, we have done the following:

- Everybody of the Society that by function has access to your personal data has been sworn to secrecy
- We use a username and password policy on our systems
- We make back-ups of personal data to be able to restore those in case of physical or technical incidents
- We regularly test and evaluate our measures

## **Third party websites**

This statement does not apply to third party websites that are connected to ours by links. Consult the privacy statement of the other website for information on how they handle your data.

### **Changes in this privacy statement**

The Society retains the right to change the privacy statement when necessary. Changes will be published on our website. By consulting this statement you will be informed of its changes. We will never use your data for other purposes without your permission.

### **Consultation and changes of your data**

You have the right to consult, change or delete the personal data that we have received from you. In addition, you can object to the use of your data (or a part there of) by us or one of our processors. You also hold the right to transfer the data you have given us to either yourself or directly to someone you have appointed. We can ask you to identify yourself before we can fulfill your request.

In case we process your data based on the permission you have given us, you always hold the right to withdraw your permission.

### **Authority Personal Data**

Of course we will help you in case you have complaints about the way we process your personal data. Nevertheless, when we cannot come to an agreement, you hold the right to file a complaint with the privacy authorities based on the privacy law. You can contact the privacy authority to do so.

### **Activation**

This (new) Privacy Statement is effective as of June 24<sup>th</sup> 2018.

### **Contact information**

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