



Data privacy statement according to General Data Protection Regulation (GDPR, Dutch name: AVG)

The following statements will provide an overview of acquisition and handling of your data and of its purposes.

1. Who is responsible for information processing and who can one turn to?

Responsible position:

Nederlands Akoestisch Genootschap (Dutch Acoustical Society, NAG)

Eperweg 32

8181 EW Heerde

The Netherlands

Phone +31(0) 578-844134

E-mail secr@nag-acoustics.nl

Web www.nag-acoustics.nl

Representing agent:

Margriet Lautenbach, treasurer of NAG.

2. Which sources does NAG use?

We handle with care the personally identifiable information of our members, of participants of our events (e.g. conferences) and of our newsletter subscribers.

These data are provided by the person itself in the case of their enrolment declaration, of their given direct debit mandate and of their newsletter subscription.

These relevant personal data include

- For members of NAG: Name, gender, institution, postal address, email* , phone number, fax number*, date of birth*, if applicable bank details* (in case of paying by direct debit), if applicable credit card data* (in case of payment by credit card)
- For participants of events (such as conferences): Name, gender, institution, postal address, email*, phone number*, fax number*, date of birth*, if applicable bank details* (in case of paying by direct debit), if applicable credit card data* (in case of payment by credit card), in case of requesting an invitation letter to the conference: date* and place* of birth, passport No.* and job title*.
- For newsletter subscribers: Name and email

3. For which cause do we handle personal data?

We handle personally identifiable information in conformity with the regulations of the EU General Data Protection Regulation (GDPR, Dutch: AVG).

a) To fulfill contractual obligation (Art. 6 Sect. 1b GDPR)

Data processing takes place to ensure the rights and obligations of our members, of participants of our events and of our newsletter subscribers, such as:

- Payment of membership and conference fees
- Proper execution of events

*optional statement

- Transmission of publications (journals) and information (via newsletter or circular email)
- Proper execution of procedures regarding the law of associations (such as elections)

b) In the context of purposes of legitimate interests (Art. 6 Sect. 1f GDPR)

If occasion requires, we process data beyond the general fulfilment of contract in order to maintain legitimate interest of NAG, of members and of third parties:

- For members or interested parties of expert committees or professional groups of NAG, we pass on the following data categories to the respective group conductor (for verification of voting rights at sessions etc.): Name, institution, email and postal address. The conductors of the corresponding committee or group commit themselves to not pass on this information to third parties and to delete the information by the end of the period of office.
- For participants of our events which are supervised by a local organizer, we pass on the following data categories to the respective organizer (for verification of participation eligibility etc.): Name, institution, email and postal address. The local organizers commit themselves to not pass on this information to third parties and to delete the information by the end of the period of the event.
- For participants who register for an event and are unable to attend (in case an event is fully booked or cancelled), we will inform them about similar upcoming events of the same topic.
- For members with expert knowledge in a certain scientific field, we reserve the right to recommend them as experts for respective requests and to pass on the necessary data to interested parties.
- Members of NAG are informed via newsletter about specialized news, events, dates and activities. It is assumed that this information is of interest for members of NAG.
- We inform participants of our events via circular email in case of additions and changes in program of the respective event. It is assumed that this information is of interest for these participants.

4. Who is the data passed on to?

Within NAG, those members of staff who depend on the access to the data to ensure the contractual and legal obligations of NAG, are provided with this access. In addition, service providers who have been installed by NAG receive the necessary data for the purpose of the respective service. The service providers have committed themselves to ensure data protection.

These service providers are:

- Conforg.fr / Didier Cassereau (congress management software provider)
- ING (in case of direct debit mandates, Dutch bank)
- European Acoustics Association (to provide online access to journal “Acta Acustica / Acustica”, see item 5.)

Beyond these, we also pass on data to the conductors of expert committees or professional groups of NAG (see item 3b), to local event organizers of NAG events (see item 3b) and for expert enquiries (see item 3b).

Apart from the named bodies, personal data will not be passed on to other members of NAG, nor to any third parties. A fully automated decision making according to Art. 22 GDPR is not taking place.

5. Is the data passed on to a third country or to an international organization?

There is no transmission of personal data taking place to countries outside EU and the EEA by NAG. In the case of NAG membership resignation, we are asked to pass on your name to the European umbrella association of acoustics (EAA – European Acoustics Association) in order to delete the data for online access to the journal “Acta Acustica / Acustica”.

6. For which period of time will data be stored?

We process and store personal data as long as it is essential to fulfil our contractual and legal obligations.

All data which are connected to a payment process (for membership or participation in an event) are stored, as law demands, for the period of seven years after membership resignation and after the end of an event. In the case that data are not necessary to fulfil contractual or legal obligations, they will be deleted immediately* .

For events which NAG offers free of charge, data of participants is stored for up to three years after the event (for anonymised statistics and justification of state funding). It is deleted immediately after this period of time*.

For members of NAG, certain categories of data are stored permanently in the association archive of NAG for the purpose of the association chronicle: Name, institution, postal address, date of birth (if stated), distinct honorary posts and awards. The basis for this storage is the legitimate interest of the association for documentation, for future honors and congratulations. Only the staff members of NAG head office have access to these data. You have the option to object to this permanent storage according to art. 21 sect. 1 of NAG.

In case of newsletter subscription cancellation, corresponding personal data are deleted immediately.

7. Which rights of data protection do individuals have?

Every person concerned reserves the right of access to their information according to article 15 GDPR, the right to rectification according to art. 16 GDPR, the right to erasure according to art. 17 GDPR, the right to restriction of processing according to art. 18 GDPR, the right to object according to art. 21 GDPR as well as the right to data portability according to art. 20 GDPR.

Furthermore, the right to lodge a complaint with a supervisory authority is granted according to art. 77 GDPR.

In particular, individuals have the right to lodge an objection against processing of their concerned personal data which takes place on the grounds of art. 6, section 1f GDPR (processing for the purposes of legitimate interests, see item 3b).

Also, a person can at any time revoke or request deletion of a formerly granted consent to processing their personal data according to art. 6 sect. 1b GDPR (processing to fulfil contractual obligations, see item 3a). Please note that this revocation or deletion may result in the exclusion of membership or participation in an event (see item 8).

Any revocation and deletion will not work retrospectively (while ensuring the time limits stated in item 6). Processing acts who have taken place before the time of revocation will not be part of it.

8. Is there any obligation to provide certain data?

Within the scope of membership, participation in an event and newsletter subscription, the concerned individuals will need to provide such personal data for two possible reasons. Either, the data are essential for commencement and execution of a business relationship and for the fulfilment of the connected contractual obligations, or, NAG is legally bound to collect these data (see item 3a).

Without provision of these data wand without your consent, we will not be able to handle or continue a person's participation in an event, their NAG membership and their newsletter subscription. Therefore, we need to reject or terminate them in this case.

9. Accessing webpages

With every user access to a website hosted by NAG, the following data is saved in the protocol file (according to art. 6 sect. 1f GDPR): IP address, date and time of access, type and version of browser, operating system, chosen URL and the formerly visited webpage. The temporary storage of the IP address by the system is essential to provide the webpage content to the user for the duration of the access. Furthermore, this information may be analysed statistically to allow for optimization of the website. Also, it may be used for a

*Exempt from this deletion are the authors and co-authors of conference papers, who provide their personal information themselves to the public within the scope of paper and manuscript submission, as they have a legitimate interest in the permanent publication and respective storage of this data.

subsequent check in the case of an indication of illegal usage. We are not able to draw any inferences to persons on the basis of these data. The formerly mentioned data are deleted by no later than seven days.

10. Cookies

The websites of NAG use cookies, which are small text files stored on the user's device. The user's browser accesses these files. Cookies improve the ease of use of a website and its security.

Common browsers provide options to disallow cookies. If this option is activated, it is not ensured that all functions of the website will work without constrictions.

Zoetermeer, January 2019