Stichting InSPE
Roomweg 105
7523 BM Enschede
The Netherlands

Privacy policy

For us, Stichting International Student Productions Enschede (Stichting InSPE, hereafter InSPE), to work properly as a foundation, we need to use some personal information from our participants and people related to us in other ways. We find it important to handle this information with care. In line with the General Data Protection Regulation (GDPR)/ Algemene Verordening Gegevensbescherming (AVG), we put up this document on how we handle personal information and what rights you have.

In the following overview, you can find the information we collect and use for the different purposes we fulfil as a foundation. Furthermore, the retention and person(s) who process this information are named.

Purpose	**Personal information**	**Retention**	**Processed by**
Registration of a new participant	● Full name ● Phone number ● E-mail address ● Date of birth	Until the end of the production, but no longer than two months after the final performance.	Secretary
Financial collection	● Full name ● Phone number ● E-mail address ● IBAN number (bank account)	Financial documentation is kept for 7 years due to tax retention (“fiscale bewaarplicht”).	Treasurer
Media gallery	● Photos of participants ● Videos of participants	Permission until consent is withdrawn.	Promotion committee
Newsletter	● Name ● E-mail address	Until one year after the final performance. After that, until opt-out.	Promotion committee, secretary
Contact list *(Post-production information, e.g. about alumni activities)*	● Name ● Phone number ● E-mail address	Until opt-out	Secretary
Supporter of InSPE *(Donor or sponsorship package)*	● Name ● Phone number ● E-mail address ● Relation to InSPE	Until opt-out from the status of a Supporter of InSPE	Secretary, treasurer, promotion committee
Accommodations based on health needs (voluntary)	● Information on mental/physical health conditions	Until opt-out, otherwise until the end of the production	Secretary, commissioner of cast or commissioner of orchestra

The provision of personal information to third parties

InSPE gives personal information to third parties in order to fulfil their duties as a foundation. Unless mentioned otherwise, we are not obliged by law to inform you what information is given to other parties. We will always make sure personal information is handled with care and not used in any other way than agreed upon with the different parties.

Insight, correction and removal of personal information

You have the right to contact us with a request to see your personal information (unless we as a foundation are not obliged to give this in line with the GDPR). Furthermore, you have the right to correct, add, remove or shield personal information. If you have the wish to remove certain personal information, we will report the removal to all other parties who received the information concerned from us.

You can contact us at board@stichtinginspe.nl or send your letter to

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Protection of personal information

InSPE takes appropriate measures to ensure the security of your personal information. Only the essential people will have access to personal information and will handle them with care. The information will be shielded and protected and we will monitor the security of your information by changing passwords regularly and keeping an eye on the accessibility of personal information on the different platforms we store them.

Underage persons

If you wish to register as an underage person, you need to have explicit permission from your parent or guardian.

Cookies

A cookie is a small text file that is sent along with the pages of a website and is saved by the browser on your computer, tablet or mobile phone. We use cookies to offer a better, easier-to-use service when you visit our website. Cookies, for example, make sure that you stay logged in at a website or that your preferences, such as location and language, will be remembered. We also use cookies for analytics, i.e. to see which pages of our website and how often are visited.

Before cookies can be used, you need to agree with the website placing them. Your permission for cookies can be cancelled anytime by changing your browser settings. More information about the (de)activation and the removal of cookies can be found in the help-function of your browser.

Links to other websites

The parties that are linked to our website or have our permission to use your information will process the information as stated in their privacy policies. InSPE is in no way accountable for the way these

instances store and secure their information. While choosing these parties, we make sure companies do not misuse personal information or sell information to other parties.

Promotion of the Association

InSPE posts photos and videos online for promotion purposes. When becoming a participant, you agree with posting content that could possibly contain images of yourself as stated on the sign-up form. If you want to revoke your consent please contact us at board@stichtinginspe.nl or send your letter to:

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Changes to the privacy policy

InSPE can change their privacy policy from time to time, to keep it up-to-date. The most recent version of our privacy policy can be found on our website. We recommend checking the privacy policy regularly. With important changes, InSPE will do everything needed to inform you via email and the website.

Contact information

If you have questions about the processing of your personal data or want to ask InSPE for insight, correction and/or removal of your personal data, you can contact InSPE using the following contact information:

Responsible person:	Board of Stichting InSPE
Email:	board@stichtinginspe.nl
Address:	Stichting InSPE, Roomweg 105, 7523 BM Enschede, The Netherlands

Complaint about the processing of your personal data

Based on the GDPR/AVG, you have the right to place a complaint at the Authority Personal Data about our processing of your personal data. For complaints about the processing of your personal data, you can contact the Authority Personal Data.