

PRIVACY STATEMENT OF STAFF ASSOCIATION PROMETHEUS

What personal data are processed by Staff Association Prometheus?

Staff Association Prometheus ("Prometheus") may process your personal data because you use the services of Prometheus and/or because you provide such personal data to Prometheus yourself when you complete a registration form on the website. You become a member of the staff association through the HR portal of Delft University of Technology ("TU"). HR will then provide the data to Prometheus.

Prometheus may process the following personal data:

- First names and surname (including maiden name) and initials of first names
- Private address details
- Telephone number
- Email address
- TU staff employee number
- TU work address (building and room number)
- Indication academic staff or support staff
- Any dietary preferences
- Bank account number (only in case of a refund)

In the event of travel abroad, Prometheus processes the following data concerning members and their companions in a separate file:

- First names and surname (including maiden name) and initials of first names
- Address details
- Telephone numbers (landline and mobile)
- Email address
- Any dietary preferences
- Date of birth
- Name of insurance company and travel insurance policy number
- Name of insurance company and travel cancellation insurance policy number
- Health data provided voluntarily by travellers who want Prometheus to be aware thereof
- Name and telephone number of a person to contact in an emergency.

Because Prometheus organises an event each year for all retired TU employees on the instructions of the TU Executive Board, Prometheus receives the following data from the TU HR department once only after an employee's retirement, which data are then kept on file by Prometheus:

- First names and surname (including maiden name) and initials of first names
- Address details
- Telephone number
- Email address

Mailing list

To be able to keep in touch with the members, a separate mailing list has been prepared, which contains only the email addresses that have been provided by the members.

Why do we need these data?

Prometheus processes your personal data to be able to contact you in writing (by email and/or by post) or, if this is not possible, by telephone. Prometheus may also use your personal data in connection with a contract for services concluded with you, for example your acceptance into membership of Prometheus or your participation in an activity or event organised by us.

How long do we retain personal data?

Prometheus will not retain your personal data any longer than is strictly necessary to achieve the purposes for which your data are collected. Your personal data are not retained for more than a year if no agreement is concluded with you. After the termination of an agreement that has been concluded, the relevant data will be retained for the statutory retention periods.

Who has access to your personal data?

The Prometheus Manager and all serving Board members have access to these data on behalf of Prometheus.

With whom do we share your personal data?

Prometheus does not disclose your personal data to third parties unless this is necessary for the performance of an agreement with you or for compliance with a legal obligation. Third parties may include workshop organisers and tour operators with whom Prometheus has booked a trip or tour. Personal data may be shared with them for the purposes of ticketing and passenger list processing.

Website visits, cookies and Google Analytics

The Prometheus website is hosted by Delft University of Technology.

Do you want to access, rectify or erase your personal data?

You have the right to request access to and rectification or erasure of your personal data. You can send a request for access to or rectification or erasure of your personal data to prometheus@tudelft.nl. Prometheus will respond to your request as soon as possible, but within four weeks.

Security and protection

Prometheus takes the protection of your data seriously and has taken appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. All personal data are stored in Access databases and on TU servers. The Prometheus website is part of the TU website and uses a reliable SSL Certificate to ensure that your personal data do not end up in the wrong hands.

If you have the impression that your personal data are not properly secured or there are indications of misuse, or if you want to receive more information about the security and protection of personal data collected by Prometheus, please email us at prometheus@tudelft.nl.

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