

MESA Privacy Policy



This privacy policy is applicable to all personal data that is processed by Media Studies Study Association (hereinafter ‘MESA’) from its members, donors, participants and other interested persons.

In the case of becoming a member of MESA, in the case of attending one of its activities, or in any different case in which a person provides personal data to MESA, explicit consent is granted for the processing of personal data in line with this privacy policy.

1. Responsible Party

The responsible party for the processing of personal data is MESA, Oude Kijk in ‘t Jatstraat 26, 9712 EK Groningen, reachable via *board@mesagroningen.nl*, registered at the chamber of commerce under the number 65403614.

The Secretary, responsible for all membership administration, can also be reached via *board@mesagroningen.nl*.

2. What data does MESA process and for what purpose

2.1 Regarding the membership of MESA, the following personal data is processed:

- a) Name(s) and last name, date of birth, student number
- b) Phone number(s), email address(es), banking details
- c) Remaining personal data that could possibly be required for the organisation’s proceedings such as social media accounts

2.2 MESA processes the in sub 2.1 mentioned personal data for the purpose of fulfilling the membership agreement:

a) Name, phone number(s), and email address(es) are used for contact regarding membership and the possible cancellation thereof, registration and deregistration, for the purpose of certification by third parties such as your student number for the four-yearly reassessment by the CUOS, for the provision of requested information by you or the settling of information provided by you.

b) Name, student numbers, and email address(es) are collected when making an account on the website *mesagroningen.nl*. This information is stored in a user profile in which each of the users can also see, edit or delete their personal information, excluding their username, at any time. This information is not visible to other Members.

c) Name, phone number(s), and email address(es) are used for the sending of invitations and information regarding services and activities provided by MESA.

d) Name and banking details are used for the processing of payments regarding the annual membership fee, participation fees for events, reimbursements, orders and settling of services used/provided.

e) Student numbers are used to enrol members to the MESA Brightspace page. Students can object to being enrolled by sending an email to the Secretary via *board@mesagroningen.nl*.

f) To make sure the personal data remains accurate, MESA expects its members to provide a change of information via email.

2.3 Personal data will be deleted before the first following 1 September after signing out. Accounts on the website and an enrolment to the Brightspace page will be deleted within a week after signing out.

Email correspondence (opt-out):

MESA uses your name and email address to send you its newsletter, invitations and direct emails regarding the Association's activities, services and other interesting information regarding the membership of MESA. By being a Member, you also allow MESA to send you direct mailings concerning sponsoring by some of MESA's relevant partners and for the inclusion of sponsoring in mailings regarding the Association's proceedings and activities. Signing out for all mailings is possible by sending an email with a request to be unsubscribed from these to the Secretary via *board@mesagroningen.nl*.

3. Terms of preserving information

MESA processes your personal data in line with this protocol during the duration of your membership up until the first following 1 September after signing out. After this term, all personal data will be deleted. The only information that will be kept longer are those documents that are necessary to be archived, such as the General Members Meeting Minutes and the financial administration.

4. Data protection and data processors

4.1 To ensure the protection of personal data, MESA has installed fitting technical and organisational measures.

5. The right to inspection, right to deletion, complaints and questions

5.1 Via the membership administration of MESA a request can be filled to inspect your personal data kept by MESA, to receive your personal data, to change your personal data, or to delete your personal data. This can either be done by contacting the Secretary via *board@mesagroningen.nl* or, when it concerns the account on the website, by changing the information within your user profile on the website *mesagroningen.nl* – in order to successfully process your request, MESA may ask for valid means of identification before complying with the request. The aforementioned requests will be taken into consideration, and you will receive an email of notice within one month after the initial filing of the request.

5.2 If a member wants to object to (a particular) processing of personal data as stated under article 2, one can also send an email to the Secretary via *board@mesagroningen.nl*. Some personal data, however, might be detrimental and inherent to membership. Some objections to data processing might therefore lead to an incompatibility with this membership and can therefore result in the inability to remain a member.

5.3 If a member wants to file a complaint about the way in which MESA processes personal data or handles requests regarding this data, an email can be sent to the Secretary via *board@mesagroningen.nl*.

5.4 Any further questions or remarks regarding this privacy policy can also be forwarded to the Secretary via *board@mesagroningen.nl*.

6. Activities and Photos

6.1 By visiting MESA activities, one accepts to potentially be photographed for the photo page on the MESA website that is only accessible to registered members. These photos can also be posted on the Instagram page of MESA, in the newsletter, in the yearbook, on other pages of the MESA website and possible other platforms. In case you have a picture that you would rather not want posted or want to have deleted, you can send an email to *board@mesagroningen.nl* in order for it to be removed.

6.2 When signing up/attending a MESA activity, you allow MESA to use your already provided personal data to make sure participation in the event can be realised.

6.3 It is possible to share personal data with a third party in the case of participation in a collaborative event.

7. Website

7.1 If you have an account and you log in to the website *mesagroningen.nl*, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

8. Changes

This privacy policy can be changed. Any changes to it will be announced via email to all members.

Updated on the 7th of August, 2024

9th Board of MESA

A handwritten signature in black ink, appearing to be 'Kimberly Njoo', written over a horizontal line.

Kimberly Njoo

Chairperson '24 - '25