

PRIVACY STATEMENT for the use of app.studentapp.be.

StudentApp is the subject of a cooperation agreement between the student facilities of Hogeschool West-Vlaanderen and Katholieke Hogeschool VIVES Noord and is part of the decree on student facilities in Flanders: the institutions offer activities in the field of student work that organize or support initiatives of or for students on a social, sporting, social, ecological or cultural level. Hereinafter referred to as “administrators”.

The administrators undertake to protect your privacy and personal data. When processing these data, the service will act in accordance with the privacy legislation in force, being the Belgian Privacy Act of December 8, 1992 and from May 25, 2018 the European Privacy Act (General Data Protection Regulation - AVG or also known by its English abbreviation GDPR).

Who has access to StudentApp data?

Within the cooperation between the administrators, the sites listed below also have access to the back office of studentapp.be:

- **Bruges Student City**, with a partnership between City of Bruges, the student facilities of Howest and VIVES, KU Leuven campus Bruges, ZoWe Verpleegkunde, Vesalius and the College of Europe, hereafter called “**editors**”.
- **Kortrijk Student City**, with a partnership between City of Kortrijk and the student facilities of Howest, VIVES, KU Leuven Campus Kulak Kortrijk, UGent Campus Kortrijk, hereafter called “**editors**”.
- **External partners** with whom cooperation agreements are made in order to have a varied offer on StudentApp. These can be sports centres, cultural houses, etc. Hereafter, they will be referred to as “**partners**”.

This privacy statement aims to inform you about how administrators, editors and partners handle personal data obtained through app.studentapp.be.

What is personal data?

Personal data is information that directly or indirectly allows you to be identified as a person, e.g. your name, phone number, education or email address.

How are your personal data collected through app.studentapp.be?

Each administrator has access to the admin and to all data. Each editor has access to the admin but only for the data associated with the users and activities of his/her sites. Each partner can view the check-ins for his/her own activity.

By registering yourself on your own initiative through app.studentapp.be you imply that you agree that the editors and administrators collect, store and use your data. Your data will be digitally stored in the back office of app.studentapp.be.

What data is tracked?

When you register at app.studentapp.be you provide the following data:

- Profile Photo
- First name and Surname
- Email address from college/university
- Gender
- Name of your educational institution in which you are enrolled
- Name of the educational program you are taking
- Whether you are a commuter
- Personal interest of activities

How will personal data obtained through app.studentapp.be be used?

Administrators and editors can manage your account and, if necessary, modify data. Your password is stored encrypted.

The editors who have access to the back office of app.studentapp.be process

- periodically the number of check-ins to external partners for billing purposes. Your name, date and corresponding check-in are transmitted to the external partner.
- annual registration data in annual reports. This data cannot be reduced to your identity data.

Partners can see limited data each time you check yourself in at the start of an activity going on at that partner. This data is used for billing purposes for the attention of editors. The partner sees

- your surname and first name;
- name of your educational institution;
- time of your check-in;
- name of the activity for which you checked in.

Personal data will be kept confidential at all times. Data will not be passed on to third parties or made public without your express and written consent.

How long will personal data obtained through app.studentapp.be be kept?

Your personal data will be kept for a maximum of 15 months after the year of registration. Certain data are collected anonymously in order to evaluate and adjust our own operations, e.g. for the annual report and the evaluation and adjustment of the offer, but this does not involve the individual identification of persons.

Do you have the right to information, inspection, modification or deletion of your personal data?

As a student, you have the right to information and access to your data. Upon simple request you can go through your stored data with the administrators.

You have the right to have your data corrected or completed if it is incorrect or incomplete. You also have the right to delete personal data that is no longer relevant.

If you believe that the data protection regulations have not been complied with, you can obtain information from the administrators, whose contact details can be found at the end of this statement.

Are your personal data kept secure?

app.studentapp.be is designed to take appropriate technical-organizational measures to secure confidential data.

This privacy statement is subject to change

This privacy statement may be modified at any time, these changes will be announced on this page and are valid from the time of publication.

Contacts

To exercise your rights, you can request information from the administrators below, working in the student services department of:

Hogeschool West-Vlaanderen via saar.olivier@howest.be

Hogeschool VIVES: lies.lammaing@vives.be