Privacy statement

Effective as of December 07, 2020

As the Organization of SensUs, we greatly value transparency in what we do. It is in our ethic to respect the privacy of students, members of the Organization and other persons whose personal data we process. This statement is a means to communicate our motivations clearly and in an understandable manner.

The SensUs Organization has been in contact with the Data Protection Officer (DPO) of Eindhoven University of Technology in drafting this policy. The latest version of this privacy statement can be found on the SensUs website, i.e. **https://www.sensus.org/privacy**.

The SensUs Organization processes personal data for purposes including administrative tasks (e.g. towards the competition) and operational management to protect legitimate interests of SensUs and third parties. The SensUs Organization will adequately protect the personal data it processes, e.g. by enabling two-factor authentication as an added security layer.

“Personal data” in this context means information which identifies you or any data subject. If any personal information is stored with non-personal information, the combination will be considered as personal information. If the SensUs Organization removes all personal information from a set of data, then the remaining is non-personal information.

1. Contact details

Responsible for the processing of personal data is:

SensUs
Matrix, Groene Loper 10
Postbus 513
5612 AV Eindhoven The Netherlands

The Secretary can be reached through **contact@sensus.org**.

Please contact the SensUs Organization if you have any questions about this privacy statement, about the practices of the SensUs Organization, or if you are seeking to exercise any of your statutory rights.

2. Rights of data subjects

The General Data Protection Regulation (GDPR) gives you rights with which you can exercise control over the processing of your personal data. A request for information, inspection, rectification, addition, removal or restriction of the processing can be submitted in writing to **contact@sensus.org**. The request will be responded to as soon as possible, but no later than four weeks after its submission. If the period of four weeks is not reasonably feasible, you will be informed thereof within this period.

The SensUs Organization implements appropriate technical and Organizational measures to ensure and to be able to demonstrate that processing is performed in accordance with GDPR legislation. An example of this is enabling two-factor authentication for the SensUs Organization and SensUs Organization Alumni who have access to the personal data as an added security layer. These measures are to be reviewed and updated where necessary, in accordance with the DPO of Eindhoven University of Technology.

The SensUs Organization ensures that the information and communication are provided to you or any data subject in a concise, easily accessible and understandable way, and in a clear and plain language. The language will be attuned to the target group.

3. Definitions

3.1 **SensUs**, **SensUs 2021**, **SensUs Student Competition**, and the **SensUs Competition** are defined as the SensUs project as a whole.

3.2 The **SensUs Organization** is defined as the group of students at the Technical University of Eindhoven who are responsible for the organization of the SensUs Competition.

3.3 A **SensUs Team** or **Team** is defined as a group of students who participate in the SensUs Competition.

3.4 The **SensUs Innovation Days** are defined as the period from 30-08-2021 until 04-09-2021 when all Teams show their results to conclude the SensUs Competition.

3.5 The **SensUs Contest** and **SensUs Event** are defined as the aspects of the SensUs Innovation Days that is open to the public. The term SensUs Event will primarily be used for communication to the general public and the term SensUs Contest for potential partners or businesses.

3.6 A **Team Supervisor** or **Supervisor** is defined as the university professor (full, associate, or assistant) who has sole educational end responsibility for the activities of a SensUs Team.

3.7 A **Team Coach** or **Coach** is defined as a person with a coaching or guiding role towards the Team.

3.8 The **Team Captains** are defined as two students in a Team that act as the first point of contact with the SensUs Organization.

3.9 The **SensUs website** is defined as the SensUs domain: **sensus.org**. This domain includes but is not limited to **www.sensus.org**, **digital.sensus.org**, and all their archived websites.

3.10 The **Team Information Document** is the medium that will be used to provide and collect information. Only the SensUs Organization can access the Team Information Document.

4. What data we collect and why

Through providing personal data, you give the SensUs Organization permission to process your personal data for the purposes listed below.

4.1 Sharing personal information with SensUs partners

It is at the SensUs Organizations discretion to share personal information with SensUs partners. Doing this, the SensUs Organization keeps in mind the 7 principles of the GDPR, particularly the purpose, limitation, and minimalization of the shared data.

4.2 Students (participants of the SensUs Competition)

- **Full name.** For Team composition. Names will be displayed on the SensUs website unless an objection is made.
- **Team photo.** For Team composition. The Team photo will be displayed on the SensUs website unless an objection is made.
- **Personal photo.** For Team composition.
- **Email address.** For contact purposes, e.g. Feedback Moments.
- **Non-university related email address.** For contact purposes regarding Alumni status, Alumni activities, and SensUs Connect.
- **University, study, date of graduation.** For participation in the SensUs Student Competition.
- **Age, nationality.** For administration purposes.
- **Phone number.** For contact purposes. If the Team Captain and Team members chose to, they can be contacted through WhatsApp (Facebook Inc.) or WeChat.
- **Signature.** For participation in the SensUs Student Competition.
- **Assignments and documents.** For participation in the SensUs Student Competition and educational reasons.

4.2.1 Sources

Provided by the data subject, e.g. through SensUs Connect or email.

4.2.2 Receivers

The SensUs Organization has access to the folder in Google Drive containing the Team Information Document and the emails containing personal information. The SensUs Organization Alumni have access to the folder in Google Drive containing the Team Information Document. No personal data is shared with third parties unless specific consent has been asked and given.

4.2.3 Retention period

Personal data in administration is retained up to 3 years after the SensUs Innovation Days. However, contact information (full name, email address, and non-university related email address) will be retained indefinitely for contact purposes, unless objection is made. Information on the SensUs website, i.e. names, Team photo, and documents (e.g. Team Results Document and posters), are shown for a period of 10 years and retained indefinitely for archival purposes. Financial documents are kept for a period of 10 years. Non-personal data is stored indefinitely.

4.3 Students (participants at the SensUs Innovation Days)

In addition to the data above, more information is needed for the participation in Eindhoven or online:

- **Full name, date of birth, Team/university, sex.** For contact purposes and administration.
- **Phone number.** For contact purposes.
- **Email address.** For contact purposes.
- **Food restrictions, health-related details.** For safety purposes.

- **Preferences during the stay.** (e.g. cultural or religious necessities) For accommodative purposes.

4.3.1 Sources

Provided by the data subject, e.g. through SensUs Connect.

4.3.2 Receivers

The SensUs Organization has access to the folder in Google Drive containing the data above and the emails containing personal information. The SensUs Organization Alumni have access to the folder in Google Drive containing the personal data. No personal data is shared with third parties unless specific consent has been asked and given.

4.3.3 Retention period

Personal data is retained up to six months after the SensUs Innovation Days.

4.4 Supervisor and Coaches of a SensUs Team

- **Name.** For contact purposes.
- **Email address.** For contact purposes.
- **Signature.** For signing the TRD.

4.4.1 Sources

Provided by the data subject, e.g. through email.

4.4.2 Receivers

The SensUs Organization has access to the folder in Google Drive containing the data above and the emails containing personal information. The SensUs Organization Alumni have access to the folder in Google Drive containing the personal data. No personal data is shared with third parties unless specific consent has been asked and given.

4.4.3 Retention period

Personal data is retained up to 3 years after the SensUs Innovation Days. Information on the SensUs website, i.e. names and documents (e.g. Team Results Document), are shown for a period of 10 years and retained indefinitely for archival purposes.

4.5 Attendees of the SensUs Event

- **Name.** For identification purposes.
- **Email address.** For contact purposes, e.g. sending of a feedback form and newsletter.
- **Category of occupation.** (e.g. student, industry.) For analytical purposes.

4.5.1 Sources

Provided by the data subject, e.g. through the registration form.

4.5.2 Receivers

The SensUs Organization and SensUs Organization Alumni have access to the list of registrations, as well as the people at the information booth at the SensUs Event. No personal data is shared with third parties unless specific consent has been asked and given.

4.5.3 Retention period

Names, email addresses, and category of occupation will be retained indefinitely until the data subject unsubscribes for the newsletter.

4.6 Partners

- **Name, email address, phone number, Skype name.** For contact purposes and administration.
- **Company.** For contact purposes and administration.
- **Food restrictions.** For safety purposes.

It is at the discretion of the SensUs Organization to share on request names, email addresses, phone numbers, and company names to other partners of SensUs for the main purpose of connecting and networking.

4.6.1 Sources

Provided by the data subject, e.g. through the registration form or company website.

4.6.2 Receivers

The SensUs Organization has access to the folder in Google Drive containing the data above and the emails containing personal information. The SensUs Organization Alumni have access to the folder in Google Drive containing the personal data. No personal data is shared with third parties unless specific consent has been asked and given.

4.6.3 Retention period

Personal data is retained up to 3 years after the SensUs Innovation Days. However, contact information will be retained indefinitely until the data subject unsubscribes for the CRM.

4.7 Jury members

- **Name, email address, phone number.** For contact purposes and administration.
- **Company.** For contact purposes and administration.
- **Personal photo.** For Jury composition
- **Food restrictions.** For safety purposes (in case of on campus participation).

It is at the discretion of the SensUs Organization to share on request names, email addresses, phone numbers, and company names to other partners of SensUs for the main purpose of connecting and networking unless written objection is made.

4.7.1 Sources

Provided by the data subject, e.g. through email or company website.

4.7.2 Receivers

The SensUs Organization has access to the folder in Google Drive containing the data above and the emails containing personal information. The SensUs Organization Alumni have access to the folder in Google Drive containing the personal data. No personal data is shared with third parties unless specific consent has been asked and given.

4.7.3 Retention period

Personal data is retained up to 3 years after the SensUs Innovation Days. However, contact information will be retained indefinitely until the data subject makes a written objection.

4.8 High school students (participants at the SensUs High School initiative)

- **Full name, phone number.** For contact purposes and administration.
- **Email address.** For contact purposes.
- **Team name, group number, high school.** For contact purposes and administration.
- **Skype name.** For contact purposes, e.g. Feedback Moments.

4.8.1 Sources

Provided by the data subject, e.g. through the registration form or email.

4.8.2 Receivers

All people from the SensUs Organization have access to the Google Drive folder containing the data above. No personal data is shared with third parties unless specific consent has been asked and given.

4.8.3 Retention period

Personal data in administration is retained up to 3 years after the SensUs Innovation Days. However, information on the SensUs website, i.e. names, Team photo, and documents, are shown for a period of 10 years and retained indefinitely for archival purposes. Non-personal data is stored indefinitely.

4.9 Express Venture Building Program participants

- **Full name, phone number.** For contact purposes and administration.
- **Email address.** For contact purposes.
- **Team name.** For contact purposes and administration.
- **Skype name.** For contact purposes, e.g. Feedback Moments.

4.9.1 Sources

Provided by the data subject, e.g. through the registration form or email.

4.9.2 Receivers

All people from the SensUs Organization and SensUs Organization Alumni have access to the Google Drive folder containing the data above. No personal data is shared with third parties unless specific consent has been asked and given.

4.9.3 Retention period

Personal data in administration is retained up to 3 years after the Express Venture Building Program. However, information on the SensUs website, i.e. names, Team photo, and documents, are shown for a period of 10 years and retained indefinitely for archival purposes. Non-personal data is stored indefinitely.

4.10 Visual media

- **Recordings and photos during SensUs Event.** For promotional and archival purposes, e.g. the after movie for the Event.
- **Recordings and photos during the SensUs Innovation Days.** For promotional and archival purposes, e.g. the after movie.
- **Recordings and photos during activities organized by the SensUs Organization or in dedication of the SensUs Competition.** For promotional and archival purposes, e.g. photos during the Meet the Partners event.

4.10.1 Retention period

Recordings and photos are retained indefinitely for archival purposes and are shown on the SensUs website for a period of 10 years. Recordings and photos are also posted on Facebook, LinkedIn, Flickr, Instagram, YouTube, and SensUs Connect.