

Ruralia –General Data Protection Regulation <GDPR> in Europe

Personal data is a valuable asset worthy of protection. On 25 May 2018, a new EU-wide regulation on data protection will enter into force - the Basic Data Protection Regulation (GDPR). This also obliges Ruralia, as a registered association in the Netherlands, to document all processes in which it collects and processes personal data (analogue or digital).

The representatives of Ruralia commit themselves to store personal data only in locked rooms and/or in password-protected digital memories.

In principle, GDPR-compliant data protection declaration must be actively communicated with persons if their personal data is collected/processed. The persons must actively give their consent. Personal data will be deleted if the purpose for which they were collected is no longer given. Longer-term storage must be justified. Personal data will be deleted if consent is revoked. The legal retention period shall be observed.

The President, the Vice President and the Secretary, or the editor are responsible for compliance with the GDPR.

Ruralia processes personal data for the communication with its members (Executive Board; committee (National Representatives) and former members of Ruralia. We process personal data regarding organising conferences; preparing and editing publications.

Adminstration of membership of Ruralia

First contact and person resonsible: President, Vice-President

Reason of processing: documentation, communication, administration

Kind of usage: digital and print

Affected Persons: members and former members of Ruralia

Recorded/covered data category: (retention period: max 30 years after exiting)

Name, address, telephone number, e-mail-address, bank account number; photograph

The members and former members of Ruralia agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as needed for the administration (no longer than 30 years).

Minutes / committee meetings

First contact and person responsible: President, Vice-president, Secretary

Reason of processing/operation: Documentation

Kind of usage: digital and print

Affected persons: Executive board, committee, members, and former members of Ruralia

Recorded/covered data category: Name, address, telephone number, e-mail address

The members of Ruralia agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as necessary, reasons for storage must be justifiable

Conferences

First contact and person responsible: head of the organising committee, President, Vice-President

Reason of processing: communication and organization of the international conference.

Kind of usage: digital and print

Affected persons: Organisation committee, Executive board, associated persons and cooperation partners, conference participants

Recorded/covered data category: Name, address, email-address, bank account number

The participants of the conference and the members and former members of Ruralia agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: until the conference is completely transacted and the data are no longer needed.

Publications:

First Contact and person responsible: Editor and President

Reason of processing/operation: Publication-process; communication with authors and publisher

Kind of the usage: Digital and Print

Affected Persons: editors, authors; associate persons, publisher, cooperation partner

Recorded/covered Data category: Name, telephone-number, e-mail contact, address

By submitting the manuscript, the authors agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as it is necessary for the publication process. If the reason is no longer appropriate, the data must be deleted.

Webpage and Social Media

First contact and person responsible: Web-editor, President, Vice-President

Reason of processing: public relations activities, blog

Kind of usage: digital

Affected persons: members and former members of Ruralia, associated persons (e.g. publisher)

Recorded/covered data category:

Name, address, telephone number, email-address, photograph, CV, bibliography, research activities, external memberships

The members and former members of Ruralia agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as needed for the public relations activities (no longer than 30 years).

Cloud-Services

Cloud services must be password-protected.

First contact and person responsible: President, Vice-President

Reason of processing: collection of data of members and former members of Ruralia, publications, public relations activities, minutes

Kind of usage: digital

Affected persons: Executive board, members, and former members of Ruralia, conference organization board

Recorded/covered data category:

Name, address, telephone number, Email-address, bank account, photograph, minutes, reports

The members and former members of Ruralia agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as needed for the public relations activities (no longer than 30 years).

Informed consent

First contact and person responsible: President, Vice-President

Reason of processing: documentation of the informed consents

Kind of usage: digital and print

Affected persons: executive board, members, and former members of Ruralia, associated persons

Recorded/covered data category:

Name, reason of the informed consent

The persons agree to the collection and processing of the data with a separate signed declaration.

Period/length of storage/retention period: as long as needed