

KNHG Register of Processing Activities

Contact data of party responsible for processing

The Royal Netherlands Historical Society ("[KNHG](#)"), located at Korte Spinhuissteeg 3 in Amsterdam.

Purposes

The KNHG is the professional association of historians in the area where Dutch is used. Historians join the KNHG at their own initiative by registering via the website ([registration form](#)) or by sending an e-mail to the KNHG bureau.

The information gathered is used for:

- Membership records, also including:
 - o information about and invitations to (general) meetings
 - o annual dues collection notice, plus any reminder(s)
 - o general member information other than what is described above
 - o My KNHG community.
- General communication with members, which also includes:
 - o sending (digital) newsletters
 - o sending the academic journal and/or the digital version
 - o invitations to the various congresses and gatherings
 - o general communication disclosures other than those mentioned above.
- Registration of participation in events and gatherings, including:
 - o Name
 - o type of membership
 - o payment data.

Data

The following data are gathered:

- Name, address, place of residence, including gender, phone number and e-mail address(es)
- Date of birth
- Affiliation, being a university or employer (if applicable);
- Start date of membership, type of membership plus membership number
- Manner of registration (website, in writing), plus date entered in database

- Welcome gift received
- Bank account number (IBAN)
- Payment data per calendar year (transfer or direct debit, plus the date dues were received)
- My KNHG access data (excluding your personal password)
- Information you enter in an open field, such as a forum post or a message on the contact form.

Concerned persons

Concerned persons are the members of the KNHG. The member categories are as follows:

- Member (age 31-70) with a BMGN-LCHR subscription
- Member (age 31-70) without a BMGN-LCHR subscription
- Senior member (age 70+) with a BMGN-LCHR subscription
- Senior member (age 70+) without a BMGN-LCHR subscription
- Student member with a BMGN-LCHR subscription
- Student member without a BMGN-LCHR subscription
- Young KNHG (through age 30) member with a BMGN-LCHR subscription
- Young KNHG member (through age 30) without a BMGN-LCHR subscription.

Pursuant to the General Data Protection Regulation, concerned persons have the following rights:

- The right to information about processing
- The right to access the data
- The right to rectify and supplement them, if they are not correct
- The right to oblivion
- The right to curtail data processing
- The right to object to data being processed
- The right to data transfer (data portability)
- The right not to be subject to automated decision-making and profiling.

Concerned persons may exercise this right by submitting a request to the KNHG by phone (+31 (0) 20 22 46 815) or by e-mail (via info@knhg.nl). The KNHG will notify concerned persons within a month regarding the request submitted to exercise the above rights. To avert misuse, we will ask when you submit a written request for access or to make a change that you identify yourself

adequately by sending along a copy of valid proof of identification. Please conceal your BSN on the copy.

Recipients

The KNHG does not provide information to third parties in or outside the Netherlands without permission from the members.

Data retention periods

The KNHG retains data from active members. Data from inactive members are archived for (historical) scholarship purposes, especially concerning the history of the association.

Data security

The KNHG board has tasked the bureau with managing and gathering data. Within the KNHG bureau, association staff have access to the database used for storing the information, which is the foundation for the membership records. The bureau director is in charge of the membership records but does not have direct access to the database.

The KNHG uses the [Conscribo](#) programme for its membership records. Conscribo does not use data storage or systems or software services of third parties but uses its own physical servers, which it also manages in a professional data centre. Conscribo does not use the data stored by the KNHG, except if we request them, for example in the event of a request for support. Conscribo aims to deliver a product that is as robust and secure as possible. Measures are therefore taken at various levels to keep your data secure and avert data losses. Conscribo runs daily security scans on their systems as a way to discover possible discrepancies.

Conscribo has composed a [special page](#) about the data protection method, where the company explains how to secure your data that the KNHG has obtained for the membership records. Conscribo has reached a data processing agreement with the KNHG.

Dutch Data Protection Authority

The register may be requested by the Dutch Data Protection Authority. The KNHG is required to grant access upon receiving such a request.

Updates

If the circumstances give cause, this register of processing activities will be updated.

- This register of KNHG processing activities was composed on 17 April 2018.
- This register of processing activities was updated on 2 May 2018.
- This register of processing activities was most recently updated on 18 March 2019.