



AstroLink Privacy Policy

This document describes how AstroLink collects, stores and handles the personal data of its users

1 General Information

AstroLink is a platform designed and maintained by Sirius A - Study Association Astronomy. The aim of the platform is to connect students and supervisors through educational projects. AstroLink also offers associations the ability to maintain companies and case studies, which are also available for the purposes of furthering education for students on the platform.

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2 Why does AstroLink store your data?

AstroLink stores personal data of its members in order to reach its primary goals. AstroLink also processes personal data to facilitate the creation, management and signing of documents related to applications and collaborations. A detailed description of what data is collected and why can be found in section 3 of this Privacy Policy. The Privacy Policy is written to comply with the General Data Protection Regulation (GDPR) in EU legislation.

3 What data is collected and stored?

For all users, the following data is stored for authentication and identification of the users:

- First Name*
- Last Name*
- Screen Name (Provided by the user itself, will overwrite the legal name on displays)
- Email address*
- Phone Number*
- Date of profile creation

*Required

3.1 Supervisors additional data

For all supervisors, the following information is stored additional to the aforementioned user data. None of these fields are required but are saved for the purposes of improving the effectiveness of matching students to projects.

- Biography
- P-number
- Profile Picture

Supervisors can create, update and delete references that will be visible on their profile. These references consist of a title, description and link, and will be visible to all authenticated users. Supervisors can also create projects, consisting of a title, description and time estimate, and these are also visible through their profile, as well as the projects overview page.

3.2 Coordinators additional data

Coordinators besides the default user profile, also save the following fields:

- Programme
- Level

These fields are used for defining the visibility scope of the coordinator. Coordinators will be able to see students with the same programme and level, and corresponding applications labeled as "thesis". A programme coordinator cannot edit these fields themselves. This is done by the system administrator.

3.3 Associations additional data

For all associations, the following information is stored additional to the aforementioned user data. None of these fields are required.

- Biography
- Website URL
- Profile Picture

Associations can also create companies. They do this on behalf of these companies and the associations are fully responsible for the data entered. A company consists of the following data:

- Name*
- Description*
- Email Address*
- Contact Name*
- Contact Phone
- Website
- Logo

*Required

Associations can only see the contact information (Email, Contact Name, Contact Phone) of their own companies. The information excluding contact information is visible to all users of the platform.

On behalf of companies linked to an association, the association can create case studies. These are similar to projects and consist of a title, logo, description, time estimate and revenue notes.

Associations can also create research groups for the purposes of students being able to explore their interests. These consist of a name, lead professor name, description and a contact email. These are visible to all authenticated users.

3.4 Students additional data

For all students, the following information is stored additional to the aforementioned user data. None of these fields are required, but are saved for the purposes of improving the ability to evaluate applications.

- Biography
- S-number
- Level
- Current Study Programme

Students can manage their interests. An interest consists of a topic and experience, both are text fields up to the discretion of the student. These interests are linked to the student and are visible on their profile.

Students can make an application. Applications are either to a project, a case study or neither. The student provides their experience, motivation and interest, with optional comments. An application has a status visible to whomever can see the application. This field is editable. Who can view and edit an application is shown in the table below.

Applied to	Visible to	Updatable by
Project	Student making the application, Supervisor owning the project Coordinator if student and project are within the scope (3.2)	Supervisor
Case Study	Student making the application, Association managing the company owning the case study Coordinator if student and case study are within the scope (3.2)	Association
None (General)	Student making the application, Association selected by student	Selected Association

3.5 Documents and Signatures

AstroLink allows users to generate, edit, and sign documents as part of the application and collaboration process.

The following data may be stored in relation to documents:

- Document content (user-provided form data)
- Generated PDF files
- Assigned signatories (users linked to signature fields)
- Signature metadata (timestamp, user identity)
- Cryptographic verification data (hashes and signatures used to verify document integrity)

Signatures are stored in a secure manner and may include cryptographic hashes to ensure the integrity of the document and to detect any modifications after signing.

Documents may be linked to applications and can be accessed by:

- Users assigned as signatories
- The user who created or is responsible for the document
- Users with appropriate permissions related to the associated application

Once a document is fully signed or locked, it can no longer be modified. Any changes to document content will invalidate existing signatures.

4 Legal Basis for Processing

AstroLink processes personal data based on the following legal bases under Article 6 of the GDPR:

- Performance of a contract — to provide user accounts, authentication and platform functionality.
- Legitimate interest — to ensure platform security, prevent abuse and maintain service operations.
- Consent — for optional data provided voluntarily by the user (such as biographies, interests and profile pictures).

Users may withdraw consent for optional data at any time by removing it from their profile or requesting deletion.

5 Who has access to your data?

A user's personal information stated in section 3 as required for authentication is only accessible to the user itself. Besides the email address, this data is mutable by the user and only by the user, unless specified otherwise in the corresponding subsections of section 3. The additional profile specific information for supervisors, students and associations is always accessible through that users profile page. Profiles are only visible to authenticated users. Anyone can sign up as a student. Supervisor, Coordinator and Association accounts are created by Sirius A as they manage AstroLink.

Documents and associated signatures are only accessible to users who are directly involved, such as assigned signatories or users with appropriate permissions related to the associated application.

Sirius A is the data controller responsible for processing all personal data within AstroLink.

6 Third Parties

AstroLink uses no third parties to manage or store the data. AstroLink uses Brevo as an email delivery provider. Brevo processes email data solely on our behalf under a data processing agreement compliant with GDPR. The email address provided by the user is used, and possibly any additional information mentioned in section 3. No information will be shared through email that is not otherwise visible to the recipient of the email.

7 Storage Period

AstroLink does not automatically delete personal information. If you wish to delete your account, you can do so through your profile. This means data is deleted immediately, and any information related to the account is automatically deleted. Applications, projects, references, interests, companies and case studies are deleted in full upon account deletion. Personal data is removed within a period of 2 months from all existing backups, which are retained solely for the purposes of disaster recovery and have restricted access. All backups are encrypted.

Generated documents and associated signatures may be retained for as long as necessary to fulfill their purpose, including administrative, legal, or contractual obligations. These may persist beyond account deletion where required for legal compliance.

8 Security

AstroLink has its own infrastructure in which members have the ability to view and change their own personal data. This infrastructure is secured digitally according to industry standards, including but not limited to HTTPS-only connections, authentication, access control and role based permissions to protect data. AstroLink uses only essential cookies required for login sessions and does not set tracking, advertising, or analytics cookies. AstroLink does not make use of automatic decision making. If you believe that your data has not been protected sufficiently, we encourage you to contact the provided email address. All data is stored on servers located within the European Union.

Documents and signatures are protected using integrity verification mechanisms such as cryptographic hashing to detect unauthorized modifications.

9 Digital Signatures Disclaimer

Digital signatures within AstroLink are intended to provide integrity and confirmation of agreement between users. While measures are taken to ensure authenticity and integrity, users are responsible for determining whether these signatures meet any formal legal requirements applicable to their specific use case.

10 Your Rights

As a user on AstroLink, you can view, edit and delete all personal data through your profile. Users may remove non-essential profile information themselves at any time. Deleting the account is irreversible and AstroLink is under no obligation for restoration of the data.

Users may exercise their rights of access, rectification, erasure, restriction of processing, portability and objection under the GDPR by contacting AstroLink via the email listed above. Users also have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

11 Account Termination and Misuse

AstroLink reserves the right to suspend or terminate user accounts in the event of improper usage of the platform. Improper usage includes, but is not limited to:

- Violating the terms of service of AstroLink
- Engaging in harassment, abuse, or offensive behavior towards other users
- Attempting unauthorized access to other users' data or platform systems
- Using the platform for illegal or unethical activities

In such cases, AstroLink may terminate the account immediately, and all associated data may be deleted in accordance with the storage and deletion policies outlined in this Privacy Policy. Users may contest account termination by contacting AstroLink via the provided email address.