

PRIVACY STATEMENT FRACARITA INTERNATIONAL

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1. Why a privacy statement?

Fracarita International strives for transparency and is therefore committed to protect your personal data. Personal data are information that allow us to identify you as a natural person, regardless of whether we actually do so. You are identifiable as soon as it is possible to make a direct or indirect link between one or more data and you as a natural person.

We only use and process your personal data in accordance with the General Data Protection Regulation and other applicable regulations.

If you have any questions after reading the privacy statement, we will be happy to answer them via the contact details above.

2. On what basis are your personal data processed?

In accordance with the General Data Protection Regulation, your personal data will be processed on the basis of the following legal principles:

- Based on the execution of the contract agreed with you, or the execution or pre-contractual steps taken at your request.
- On the basis of legal provisions relating to the management of the contractual relationship
- On the basis of your consent/agreement
- On the basis of a legitimate interest

3. What personal data are processed?

Fracarita International declares that it only manages and processes personal data that are necessary to achieve its objectives. The following personal data will be processed:

- Surname, first name
- Contact details: address, telephone number, email address
- Communication preference
- Financial data in the context of a grant
- Other information in connection with participation in one of our activities.

All data is used for the purposes for which it was obtained.

4. What is the purpose of processing your personal data for?

Fracarita International declares that it will only process your personal data for the following purposes:

- Sending newsletters, invitations or other publications by post: on the grounds of the justified interest of the continued existence of the organisation and the realisation of substantive and financial objectives.
- Sending newsletters, invitations or other publications by email: on the basis of the explicit consent of the parties involved.
- The putting in order of administration, the sharing of information and instructions to participants of activities and travels/trips (and their contact persons): on the basis of the execution of a (verbal or written) agreement.
- The obtaining of subsidies by the government: on the basis of legal obligations.
- Drawing up (voluntary) contracts

5. How long do we store your personal data?

Your personal data will not be stored longer than necessary in order to achieve the stated objectives. We will retain all data relating to employees for at least five years after leaving the company, in accordance with the statutory period determined by the tax authorities. All other data, including donor and volunteer data, will be retained for up to three years after the last mutual contact, or as long as necessary for our reporting or archiving of our activities. Data will always be removed from our database if it is no longer necessary to achieve our objective, or if you exercise your right of removal.

6. How are your personal data protected?

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing; for example, we have taken the following measures;

- We have a username and password policy on all our systems;
- We test and evaluate our measures on a regular basis;
- Our employees have been informed about the importance of the protection of personal data.

7. Who obtains your personal data?

In principle, we never provide data to third parties, except with a view to processing and storing them on our behalf. For example, we use the services of a third party:

- taking care of the internet environment (web hosting);
- providing (and distributing) newsletters, invitations or other publications;
- taking care of mailings;
- the storage of our data;
- the booking of trips.

We never pass on personal data to other parties with whom we have not concluded a processor's agreement. We will, of course, make the necessary arrangements with these parties (processors) to guarantee the security of your personal data.

Furthermore, we will not pass on the data provided by you to third parties unless required and permitted to do so by law.

8. What are my rights?

8.1 Guarantee of legal and secure processing of your personal data

Your personal data will always be processed for the legal purposes mentioned in point 4. They shall be collected and processed in an appropriate, relevant and proportionate manner and shall not be kept longer than necessary.

8.2 Right of access

If you can prove your identity, you have the right to obtain information about the processing of your personal data. You thus have the right to know the purposes for which the data are processed, the relevant categories of personal data, the categories of recipients to whom personal data is sent, the criteria used to determine the period of data retention and the rights that you can exercise over your personal data.

8.3 Right to rectify your personal data

Incorrect or incomplete personal data may be corrected.

8.4 The right to be forgotten

You have the right to obtain the removal of your personal data in the following situations:

- Your personal data are no longer required for the intended purposes;
- You withdraw your consent to processing, and there is no other legal basis for processing;
- Your personal data has been processed illegally;
- Your data must be deleted in accordance with a legal obligation.

8.5 The right to withdraw your consent

You have the possibility to withdraw your consent to the processing of your personal data at any time, for example for direct marketing purposes.

9. How can I exercise my rights?

If you wish to exercise your rights, you must send a written request and proof of identity by e-mail to fracarita-international@fracarita.net. We will reply to you as soon as possible.

10. Possibility to complain

If you are not satisfied with the processing of your personal data by Fracarita International, please do not hesitate to contact us. We listen to your complaints. If we are unable to help you, you always have the right to submit a complaint to the Belgian Data Protection Authority (www.dataprotectionauthority.be).

11. Adaptions to this privacy statement

Fracarita International may change its privacy statement. The last amendment was made on 6 June 2018. Older versions of our privacy statement will be stored in our archive. Send us an e-mail if you want to consult it.

This privacy statement is also available in Dutch and can be consulted at any time on our website www.fracarita-international.org/privacy-disclaimer or you can request it at fracarita-international@fracarita.net