



PRIVACY POLICY

EFAA aisbl attaches great importance to the protection of your personal data and that your privacy is respected.

In this privacy statement we want to provide clear and transparent information about how we handle personal data. We make every effort to ensure your privacy and therefore handle personal data with care. **EFAA aisbl** complies in all cases with the applicable laws and regulations, including the **General Data Protection Regulation (EU 2016/679 Regulation)**.

This implies that we at least:

- Processing your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this privacy statement;
- Processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- Ask for your express consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Not transmitting personal data to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- To be aware of your rights regarding your personal data, to point this out and to respect them.

As **EFAA aisbl** we are responsible for the processing of your personal data. If, after reading our privacy statement, or in a more general sense, you have questions about this or wish to contact us, please contact us using the following contact details:

European Foundation for Angolan Promotion and Development Aisbl - EFAA aisbl
Square Marguerite 16, PB 6
B-1000 Brussels
Belgium

or at

privacy@effaangola.org

Who is this privacy statement aimed at?

This privacy statement applies to all of our current and former members, participants in activities, people who show interest in our activities, services or products, customers and prospects, suppliers.

Why do we process which personal data?

Your personal data will be processed by **EFAA aisbl** for the following purposes and legal grounds:

- Member administration and services to members; (execution agreement)
- To participate in the activities of **EFAA aisbl**; (execution agreement).
- Purchase of tickets (delivery of tickets, access control, provision of rates, service mailing before and / or after your visit, contact in case of program change or cancellation;
- Providing training
- Sending information about our activities, newsletters and invitations. (legitimate interest)
- Ezine (e-mail)
- Occasional e-mails with an offer for performances (which are directly linked to a recent visit)
- Paper magazine



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- Season magazine
- Obtaining subsidy by the government (legal obligation)

Insofar as the processing of personal data takes place on the basis of permission, you always have the right to withdraw the consent given.

For the above purposes we may request and / or process the following personal data from you:

- Personal identity details: name, first name, address,
- Private contact details: telephone number, e-mail address
- Identity data issued by the government: identity card number
- National Insurance number
- Personal characteristics: date of birth, place of birth, sex / gender, nationality
- Interests
- Financial details (including account number, payments, ...)
- Training and education
- Presence
- Visual material (photos, videos, recordings, ...)

We only collect personal data that you provide to us in various ways (including registration forms, fill-in and contact forms on our website, personal / telephone / e-mail contact, ...). We do not collect personal data via third parties, with the exception of the information received from the affiliated associations.

We use the collected data only for the purposes for which we obtained the data.

Whether or not you provide data yourself

The information provided must, if applicable, be provided in order to become a member or to participate in activities of the association. With the exception of :

- Visual material (for public relations)
- Contact information (for direct marketing)

The consequence of not providing the data is not publishing specific photos of you, and not receiving unsolicited commercial mails.

Provision of personal data to third parties - processors

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes.

For example, we use a third party (external service provider) for:

- Saving and processing data in the Cloud (via a Cloud Service Provider)
- Taking care of the internet environment (web hosting, mail hosting, ..);
- Providing IT infrastructure (including IT network, servers, ...);
- Taking care of the (financial) administration and social secretariat
- Ensuring our members, participants and volunteers
- The provision (and distribution) of newsletters and invitations.

We never pass on personal data to external service providers (processors) with whom we have not entered into a processor agreement (or the same provisions have been included in the contract conditions).

We naturally make the necessary arrangements with external service providers (processors) to ensure the security of your personal data.

Provision to third parties - receivers

We share personal data with the following external parties:

- Connected organisations that are part of the ecosystem of **EFFA aisbl**
- Your data is stored in a shared database with **MailChimp**
- Partners with whom we organise activities in cooperation (activities developed with two or more organisations (including co-production), and for which participants' lists are exchanged).
- Permanent partners of **EFFA aisbl** are among others:
 - **King Baudouin Foundation**
 - **Friends of EFFA Foundation**
 - **Caritas de Angola**
- Public authorities (including subsidising governments, tax administrations, social security institutions, etc.)
- External trainers or trainers

With these parties, we of course make the necessary arrangements to ensure the security of your personal data and that your data will be treated confidentially.

Furthermore, we will not pass on the information provided by you to other third parties, unless this is legally required and permitted.

At no time do we sell or rent your personal data to third parties.

We never pass on your contact details to third parties for commercial purposes.

We may share personal data with other third parties if you give us permission (in writing) for this. You have the right to revoke this consent at any time, without this affecting the lawfulness of the processing for the cancellation thereof.

Your personal data can be transferred to countries outside the European Economic Area. In that case, your personal data will be protected by specific contractual obligations in accordance with the obligations of the European privacy regulations.

Storage period

EFFA aisbl does not store personal data any longer than is necessary for the realisation of the purpose for which it was provided, taking into account the period that is necessary to comply with the legal requirements (in the area of accounting, among other things). However, retention periods may differ for each purpose.

EFFA aisbl commits itself to keep the data no longer than:

- up to 5 years after the last use.

Security of the data

We have taken appropriate technical and organisational measures to protect your personal data against unauthorised access, use, loss or disclosure. (... infringements, loss and unlawful processing ...)

For example, we have taken the following measures:

- All persons who can take note of your data on behalf of **EFFA aisbl** are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems;



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- We pseudonymise and ensure the encryption of personal data if there is reason to do so;
- We use a virus scanner and update it systematically and on time, and install a 'firewall'.
- We systematically back up the personal data in order to be able to recover it in the event of physical or technical incidents;
- We test and evaluate our measures at regular intervals and adjust if necessary;
- Our employees and volunteers are informed (and educated) about the importance of the protection of personal data. They follow a number of clear guidelines and are trained on a regular basis and made aware of their responsibility.
- These employees and volunteers are given access to your data insofar as they need this information to perform their tasks properly.
- For new projects that may have an impact on your privacy, an extensive analysis is done to guarantee your rights, the security and protection of your personal data.

Should an incident occur where your details are involved, you will be personally informed in the circumstances provided for by law.

Your rights regarding your data

You have the **right of access and copy** of the personal data relating to you.

You are **entitled to improvement and supplementation** if your information is incorrect or incomplete.

You have the **right to data deletion** of the personal data we have received from you, and which are no longer strictly necessary for the purposes for which they were processed. We reserve the right to determine whether your request is justified.

You have the **right to restrict data processing**: if you object to the processing of certain data, you may request that we stop this processing.

You can also **lodge an objection** against the way in which certain of your personal data are processed. So you have **the right to oppose the use** of your personal data for direct marketing purposes (via unsubscribe options in e-mails)

You also have the right to have the data provided by you transferred by us to yourself or by order of you directly to another party.

Via the address at the top of this privacy statement you can contact us to exercise your rights, accompanied by a motivation for your question.

You can also contact us via the contact page of our website www.ffaangola.org

We can ask you to identify you before we can comply with the aforementioned requests. To prevent abuse, we can ask you to adequately identify you.

To check your identity, we ask you to add a copy of the front of your identity card to your application.

We strongly advise you to make your passport photo invisible and to mention that it is a copy.

No category of persons is subjected to any form of automated decision making or profiling.

Cookies policy

EFFA aisbl uses cookies to make your navigation experience on its website easier and more pleasant and better harmonise the content to your needs and preferences.

A note on our cookies policy is available on our website.



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Complaints

If you have a complaint about the processing of your personal data or about the exercise of your rights, we ask you to contact us directly.

You always have the right to file a complaint with the supervisory authority in the field of privacy protection:

Data Protection Authority (GBA)
Drukpersstraat 35,
B-1000 Brussels
Belgium

Or at:

commission@privacycommission.be

Changes to our privacy statement

EFFA aisbl can always adjust its privacy statement.

We will make an announcement of this change on our website. www.ffaangola.org

The last change happened on 24 May 2018
