

## Information on Privacy (ex reg. UE/2016/679)

### *Introduction*

**REVES AISBL** is committed to protecting the privacy of all persons who come into contact with the Association and declares itself responsible for the security of their data. We will be clear and transparent about the information we collect and about what we will do with this information.

This disclosure concerns:

- What personal data are collected and processed, through whatever means;
- Where we get the data ;
- What we do with such data;
- How we store the data ;
- To whom we transfer / disclose such data;
- How we treat data protection rights;
- And how we comply with data protection regulations.

All personal data are collected and processed in compliance with the Belgian and EU data protection laws .

### *Responsible of the treatment*

**REVES AISBL** (referred to as "us", "our" or "REVES " in this statement).

**REVES AISBL** is a Non-profit Association under Belgian law, registered at the Belgian "Carrefour des Entreprises", with the number 0871.014.171, and located in 1000 Brussels, Bd . Charlemagne 74.

### *What data we collect*

Personal data refers to all the information that identifies the persons who come into contact with REVE , such as the name, the contact details (physical and electronic) , other personal data and similar .

We can collect personal data directly f.i. when a person participates in our initiatives, when a person registers for our initiatives, or when a person contacts us or voluntarily provides us with his/her data. It is possible that data are received indirectly, f.i. when a person is registered in a publicly accessible repertory.

Specifically, we could collect, directly from the people concerned, the following categories of information:

- a. Name, address, e-mail address, telephone number, passport number or details of the identity card;
- c. Special medical conditions and / or dietary requirements for people who register for our events;
- d. Travel history, including information on flights, for people registering for our events;
- e . Communications exchanged with us or addressed to us via letters, e-mail, chat service, telephone calls and social media.

Personal details on the physical or mental health of persons, alleged commission of crimes or criminal convictions are considered "sensitive" personal data under applicable data protection laws. We will process such data only if the person has given his explicit consent, or has deliberately made them public.

### *For what we use the data*

User data may be used for the following purposes:

- to. Pass them on to public authorities responsible for the security of the places where an event is held;

- b. Contact the person in case of changes of an event program, or to provide additional information;
  - c. Certify the presence of people at events or events organized by REVES AISBL, for purely administrative purposes;
  - d. Security, health, administrative purposes, prevention / detection of crimes: we can also communicate the data of the persons to the government authorities or to bodies in charge in compliance with the legal requirements;
  - e. Communications with the information and dissemination service: we can use the data of people to manage our relationship and to improve the experience of people with us;
  - f. Provide tailor-made services: we can use people's data to provide information that we believe be of interest;
- the. Marketing: from time to time we will contact you with information about our initiatives. However, you will have the chance to **accept or not** to receive such communications indicating the preference at the first contact.
- g. operate, where applicable, reimbursements, or provide contributions.

We will only process your personal data if we have a legal basis to do so. The legal basis will depend on the reasons for which we have collected and we must use your personal data.

Only persons aged 18 or over can provide their consent. For children under this age, consent from parents or legal guardians is required.

We will not store data for longer than is necessary to fulfil the purpose for which it was processed. To determine the appropriate retention period, we take into consideration the quantity, nature and sensitivity of personal data, the purposes for which we process them and whether we can achieve these goals by other means.

We must also take into account the periods for which we may need to retain personal data in order to comply with our legal obligations (for example, the obligation to keep a request for reimbursement of expenses for a minimum period).

When we no longer need personal information, we will delete or destroy it securely. We will also assess if and how we can reduce the personal data we use over time and if we can anonymously personalize data so that they can no longer be associated with the person or identify it, in which case we may use that information without notice.

### *Data security*

We follow security procedures in the storage and disclosure of personal data, to protect them against accidental loss, destruction or damage. The data is stored on servers at our offices. Servers are adequately protected with passwords and updated software (software) tools. When we refer to external resources to collect data (e.g. online registration tools), the data protection policy of the external resources has to be kept responsible for data treatment and eventual infringements to data protection laws.

The paper data is stored in controlled spaces.

We may disclose personal information to trusted third parties for the purposes set out in this Privacy Policy. We require all third parties to take appropriate technical and operational security measures to protect personal data, which is in line with Belgian and EU legislation on data protection rules.

### *International data transfer*

In general, REVES does not voluntarily transmit data outside the EU. Where this exceptionally happens, we require that third parties process the data securely and in accordance with Belgian and EU legislation on data protection.

### *Data sharing*

The personal data of persons can be shared with service providers (eg, financial services), or national or European administrations, for legal purposes.

In particular, we may share personal data with the following third parties for the purposes described in this Privacy Policy:

- a. Government authorities, law enforcement agencies;
- b. European Authorities and managers of European programs that participate or support (even only financially) the organization of our events/activities ;
- c. Trusted service providers (for example, accounting services);
- d. Legal advisors and other professionals, courts and law enforcement agencies in all the countries in which we operate in order to protect our legal rights in relation to our relationship with the person;

## DATA PROTECTION RIGHTS

Under certain circumstances, by law you have the right to:

- **ask us** if we have personal information about you and, if so, what information is there and why we process it / use it.
- **Request access** to your personal information (commonly known as "data access request"). This allows you to receive a copy of the personal information of you in our possession and to check its correct processing.
- **Request the correction** of personal information we hold. This allows you to correct any incomplete or inaccurate information.
- **Request cancellation** of your personal information. This allows you to ask to delete or remove personal information where there are no valid reasons for continuing to process it. You also have the right to ask us to delete or remove your personal information if you have exercised your right to oppose to the treatment (see below).
- **Oppose treatment** of personal data in which a legitimate interest (of yourself or of a third party) is invoked and there are elements relating to a specific personal situation that pushes to oppose the treatment. The person also has the right to object to the processing where the personal information is used for direct marketing purposes.
- **Oppose to automated decision making, including profiling.**
- **Request treatment limitation** of your personal information. This allows you to ask us to suspend the processing of personal data, for example if you want to verify the accuracy or the reasons.
- **Withdrawal of consent.** In the circumstances in which you may have consented to the collection, processing and transfer of your personal information for a specific purpose, you have the right to revoke it for such specific treatment at any time. Upon receipt of the consent revocation notification, we will no longer process the user information for the originally agreed purpose or purpose other than one based of another legitimate basis.

If you wish to exercise any of these rights, please send an explicit request indicating precisely:

- The name
- The kind of data we hold
- The type of limitation, among those listed, to which we intend to refer

This request can be sent by email to [info@revesnetwork.eu](mailto:info@revesnetwork.eu) or by mail to REVES AISBL, Bd . Charlemagne 74, B1000 Brussels.

You will not have to pay any costs to access your personal information (or to exercise one of the other rights). However, if the request for access is clearly unfounded or excessive we may charge the applicant a reasonable cost. Alternatively, we may refuse to meet the request in such circumstances.