



PRIVACY Declaration from EFRA Non-Profit-Organisation

EFRA attaches a great deal of importance to the protection of your personal data (and that your privacy is respected).

In this privacy statement, we aim to provide clear and transparent information about (what data we collect) how we handle personal data. We do everything we can to safeguard your privacy and therefore treat personal data with care. EFRA complies in all cases with the applicable legislation and regulations, including the General Data Protection Regulation (Regulation EU 2016/679).

This implies that we are in any case:

- Process your personal data in accordance with the purpose for which they have been provided, these purposes and type of personal data are described in this privacy statement;
- Processing of your personal data is limited to those data that are - at the very least - necessary for the purposes for which they are processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organisational measures to ensure that the security of your personal data is guaranteed;
- Do not pass on personal data to other parties, unless this is necessary for the execution of the purposes for which they were provided;
- Be aware of your rights with regard to your personal data, want to draw your attention to this and respect it.

As EFRA we are responsible for the processing of your personal data. If, after reading our privacy statement, or in a more general sense, you have any questions about this or wish to contact us, this can be done via the contact details below:

EFRA

Herentalsesteenweg 20

2220 Heist op den Berg

Belgium

Secretary@efra.ws

To whom is this privacy statement addressed?

This Privacy Statement applies to all our current and former members, participants in activities, persons who express or have expressed an interest in our activities, services or products, customers and prospects, suppliers.

What do we process which personal data?

Your personal data will be processed by EFRA for the following purposes and for the following legal reasons:

- Member administration and provision of services to members (implementation of agreement)
- In order to be able to participate in the activities of EFRA (implementation of agreement)
- Purchase of tickets (delivery of tickets, access control, service emailing before and/or after your races, contacting you in case of program change or cancellation)
- Sending information about our activities, newsletters and invitations. (legitimate interest)
- Ezine (e-mail)
- Occasional e-mails with information for participation at races
- Paper handbooks

To the extent that the processing of personal data takes place on the basis of consent, you always have the right to withdraw the consent given.

For the purposes mentioned above, we **may** request and/or process the following personal data of you:

- Personal data : surname, first name, address,
- Private contact details : telephone number, e-mail address
- Identity data issued by public authorities : Identity card number
- National registry number
- Personal characteristics: date of birth, place of birth, nationality.
- Interests
- Financial details (e.g. account number, payments, etc.)
- Education and training
- Presence
- Image material (photographs, videos, recordings, etc.)

We only collect personal data that you yourself communicate to us in different ways (e.g. registration forms, filling in and contact forms on our website, personal/telephone/e-mail contact, ...). We do not collect personal data from third parties, with the exception of information received from affiliated associations/clubs or federations.

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

Whether or not you provide data by yourself

If applicable, the data mentioned must be provided in order to be able to become a member or to participate in the activities of the association. With the exception of :

- Image material (for public relations)
- Contact details (for direct marketing)
- ...

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

Transmission of personal data to third parties - processors

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

- For example, we use a third party (external service provider) for this purpose:
- Storing and processing data in the Cloud (via a Cloud Service Provider)
- Taking care of the internet environment (webhosting, mailhosting, ...);
- Taking care of the IT infrastructure (including IT network, servers, etc.);
- Taking care of the (financial) administration and social secretariat
- Taking care of (and distributing) newsletters and invitations.

We never pass on personal data to external service providers (processors) with whom we have not concluded a processor's agreement (or with whom the same details have been included in the contract terms).

We will, of course, make the necessary arrangements with external service providers (processors) to guarantee the security of your personal data.

Provision to third parties - recipients

We share personal data with the following external parties:

- Associated organisations that are part of the ecosystem of our federation/ umbrella organisation (the federation/ umbrella organisation itself, the other associations that belong to the same federation/ umbrella organisation, etc.).
- Partners with whom we organise activities in cooperation (activities developed with two or more organisations (e.g. co-production), and for which lists of participants are exchanged).
- The permanent partners of EFRA are among others IFMAR and Member Federations

We will, of course, make the necessary arrangements with these parties to guarantee the security of your personal data and that your data will be treated confidentially.

Furthermore, we will not pass on the data 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 also never pass on your contact details to third parties for commercial purposes.

We may, however, share personal data with other third parties if you give us your consent to do so. You have the right to withdraw this consent at any time, without prejudice to the lawfulness of the acquiescence before its withdrawal.

Your personal data may 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 EU privacy regulations.

Storage period

EFRA does not store personal data for longer than is necessary for the purpose for which they were supplied, in particular for the period necessary to comply with the legal requirements (e.g. on the basis of accounting records). However, retention periods may vary from purpose to purpose.

EFRA undertakes not to keep the data for longer than :

Up to 5 years after last use (or termination of cooperation)

Data security

We have taken appropriate technical and organisational measures to protect your personal data against unauthorised access, use, loss or disclosure. (For example, we have taken the following measures:

- All persons who can access your data on behalf of EFRA are bound by the obligation of confidentiality.
- We have a username and password policy on all our systems;
- We pseudonymise and encrypt personal data if there is reason to do so;
- We use a virus scanner and update it systematically and in a timely manner, and install a firewall.
- We systematically back up 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 them if necessary;
- Our Chairman are informed (and trained) about the importance of the protection of personal data. They follow a number of clear guidelines and are regularly trained and made aware of their responsibility.
- These Chairman are granted access to your data to the extent that they need it for the proper performance of their tasks.
- For new projects that may have an impact on your privacy, an extensive analysis is done to guarantee your rights, the security and the protection of your personal data.

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

Your rights with regard to your data

You have the right to inspect and copy the personal data relating to you.

You are entitled to correction and supplementation if your data is incorrect or incomplete.

You have the right to erase (delete) the personal data that we have received from you and that are no longer strictly necessary for the purposes for which they were processed. However, we reserve the right to determine whether your request is justified.

You have the right to limitation of data processing: if you object to the processing of certain data, you can ask to stop this processing.

You can also object to the way in which certain personal data of you are processed. For example, you have the right to object to the use of your personal data for direct marketing purposes (via opt-out clauses 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.efra.ws.)

We may ask you to identify yourself before we can respond to the aforementioned requests. (In order to prevent abuse, we may ask you to identify yourself adequately). In order to verify your identity, we ask you to add a copy from the front of your identity card to your application. We strongly recommend that you make your passport photo invisible and mention that it is a copy.

No category of persons shall be subject to any form of automated decision-making or profiling.

Complaints

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

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

Data Protection Authority (GBA)

Press Rue 35, 1000 Brussels

commission@privacycommission.be

Changes to our privacy policy

EFRA can always adapt its privacy statement. We will make an announcement of this on our website.

The last change occurred on 16 May 2018.