

PRIVACY DECLARATION

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THE PROTECTION OF YOUR PERSONAL DATA IS IMPORTANT TO US

This privacy declaration offers you detailed information on the protection of your personal data by the **University Centre for Development Cooperation (UCOS vzw)**, henceforth also known as **“we”**.

As data controller we are responsible for the processing of your personal data in relation to our activities. The goal of this privacy declaration is to inform you on what personal data we process, the reasons why we process and share this data, how long we store such data and how you are able to exercise your rights.

On request, we can provide additional information on a specific product or service if deemed necessary.

KEY POINTS OF OUR PRIVACY DECLARATION

This privacy declaration wishes to provide clear and transparent information on what elements of personal data we collect and how we use it. We greatly value the protection of your personal data, respect our clients privacy, and handle personal data with great care, by first and foremost implementing applicable laws and regulations, including the General Data Protection Regulation (GDPR).

This means that we at least:

- » process your personal data in compliance with the purpose for which they were collected. The objectives and the type of personal data are described in this privacy declaration;
- » limit the processing of your personal data to those data which are necessary for the purposes for which they are processed;
- » ask for your explicit consent when necessary for the processing of your personal data;
- » take the appropriate technical and organisational measures to guarantee the protection of your personal data;
- » do not pass on personal data to other parties, unless it is necessary for the purposes for which they were provided;
- » are aware of your rights concerning your personal data, want to inform you on these rights and respect them.

We are responsible for the processing of your personal data.

If after reading this document you have any questions concerning our privacy declaration or more in general, feel free to contact us:

- » by email: **contact@ucos.be**
- » by phone: **02 614 81 93**
- » by letter: UCOS vzw
Pleinlaan 5
1050 Brussel

OUR PRIVACY DECLARATION

1. Which of your personal data do we use?

1.1. In general

We collect and use your personal data when it is necessary for the organisation of our activities.

To this aim we process different categories of personal data, including:

- » **Identification data** (e.g. name, identity card and passport numbers, nationality, place and date of birth, sex, photo, IP address);
- » **Contact data** (e.g. postal and email address, telephone number).

The data we collect is only used for the purposes for which we obtained these data.

1.2. Collection of personal data of participants in activities

From the participants in our activities we collect the following data with the permission of the person concerned:

- » **Personal data:** sex, date of birth;
- » **Professional and educational data:** employer, function, educational institution, field of study, information about internships in the global South, ...;
- » **Behavioural data** (data concerning your habits and preferences): participation in events and activities, interests, ...
- » **Image and sound:** portrait, atmosphere photo, sound recording.

The following sensitive data is only collected when this information is necessary and when we have obtained your prior and explicit permission:

- » **Health data:** e.g. to participate in internships in the global South, foreign missions, group travels, ...

Unless required by law or as a result of the products and services we offer (e.g. if you have mentioned this information as part of your registration as a member or as a participant to an activity), we never process personal data in relation to your ethnical background, political opinions, philosophical beliefs, membership of unions, genetic data or data concerning your sex life or sexual preference.

Your data that we use are data you have provided to us directly, or data that we have obtained through one of the following sources, to verify or to complete our databases:

- » publications/databases made available by official authorities (e.g. *Belgisch Staatsblad/Moniteur Belge*);

- » websites/social media pages that contain information that you have made public yourself (e.g. your own website or social media page);
- » databases that were made public by third parties;
- » partner associations to whom you have given the permission to share your data with us.

1.3. Collection of personal data of minors

We only process personal data from minors under 16 if a written permission has been given by the parent or legal representative.

2. Why and on what basis do we use your personal data?

Your personal data are only processed by UCOS vzw for the following purposes and legal grounds:

- » to participate in the activities of UCOS vzw (execution of a contract or its annexes);
- » to send newsletters, invitations, brochures, yearly reports, both on paper as electronic (permission person concerned);
- » to carry out evaluations with the target groups or about the functioning of UCOS vzw (permission person concerned);
- » to comply with legal obligations (accounting/taxation, HR management, ...);
- » to obtain funds from the government (legal obligation).

2.1. In general

a. To comply with our legal and reglementary obligations

We use your personal data to comply with various legal and reglementary obligations, including to answer an official request from an authorized public or judicial body (e.g. accounting, HR management).

b. To execute an agreement with you or to take the necessary steps at your request before committing to an agreement

Your registration as a member of our organisation, as a volunteer, as a participant in one of our activities, as a subscriber to one of our newsletters, or as a person who is interested in our functioning is an agreement. You hereby give us the explicit permission to process the data you have provided.

We use this personal data to comply with and to execute our agreements, and to:

- » send you our newsletters;
- » inform you about our functioning;

- » invite you for our activities and/or meetings;
- » give you information about our products or services;
- » help you and answer your questions.

c. Based on our legitimate interest

We use your personal data to develop and offer our products and services, to improve our risk management and to defend our rights, including:

- » IT management, including infrastructure management (e.g. shared platforms), business continuity and IT security;
- » compiling statistics, tests and models for research and development. We process your personal data carefully to make sure they can no longer be linked to you, in order to create insights in the way we reach our target groups;
- » personalising our activities through:
 - the improvement of the quality of our products or services;
 - the promotion of products or services that fit with your target group.

We do this by:

- » segmenting our members, interested people and participants in target groups;
- » processing your interests based on the use of our products and services or your participation in activities.

d. To respect your choice when we ask for your permission for a specific processing

In some cases, we need to ask your permission to process your data, e.g.:

- » if we carry out additional processing for other purposes than those mentioned;
- » the sharing of your data with another (partner) organisation.

2.2. Personal data of participants in activities

Your personal data are processed by UCOS vzw to monitor our functioning and to be able to contact you for evaluations and thus strengthen our services.

3. With whom do we share your personal data?

We can provide the data you give to us to third parties when it is necessary for the implementation of the aforementioned purposes.

We use a third party for e.g.:

- » providing the internet environment (webhosting);
- » taking care of IT infrastructure (e.g. IT hardware, network, ...);
- » conducting financial transactions (bank, ...);

» accounting, HR management and insurance management.

We never pass personal data to other parties with whom we didn't sign a processing agreement. With these parties (processors) we make the necessary arrangements to guarantee the protection of your personal data.

Furthermore, we will not pass the data you provided to third parties, unless it is legally required and permitted.

We can also share personal data with third parties if you give us an explicit written permission to do this. You have the right to retract this permission at all times.

We do not provide personal data to parties based outside the European Union (EU), unless they are permitted by the EU and apply the GDPR regulation.

4. How long do we keep your personal data?

4.1. In general

We keep your personal data no longer than necessary for the goal for which they were provided or than required by law.

We will keep your personal data as long as necessary to comply with applicable laws and regulations, or longer when it is operationally required, e.g. to facilitate member management, activity management, results-oriented management and to answer legal claims and questions of supervisory authorities.

The contact information of a member e.g. is kept for at least the duration of the membership. After ending its membership, the former member can always ask to delete the personal data. Concerning interested persons, the information is kept for a maximum duration of 5 years.

4.2. Personal data of participants in activities

We keep the personal data in your client file no longer than necessary for the purpose for which they were provided, with a maximum of 6 years. After this period, we ask the person concerned whether: he/she wishes that we keep these data for another 5-year period, he/she takes over the file or he/she wants the file to be permanently removed and destroyed.

5. What are your rights and how can you exercise them?

In accordance with applicable regulations, you have the right to:

- » **Inspection:** you can receive information on the processing of your personal data and receive a copy of the data.
- » **Rectification:** if you believe that your personal data are incorrect or incomplete, you can request to adjust the data.
- » **Removal:** you can request the removal of your personal data at any moment.
- » **Limitation:** you can request the limitation of the processing of your personal data.
- » **Objection:** you can object to the processing of your personal data for reasons related to your specific interests.
- » **Withdraw your consent:** if you have given the consent to the processing of your personal data, you have the right to revoke this consent at all times.
- » **Data portability:** as far as legally applicable, you have the right to receive the personal data you have provided us or, if technically possible, to transfer it to a third party.

If you want to exercise one of the aforementioned rights, you can contact us by any of the following means:

- » by email to contact@ucos.be
- » by letter to UCOS vzw, Pleinlaan 5, 1050 Brussel

To prevent anyone else than yourself from requesting, adjusting or deleting your data, we apply a two-step authentication or we request to identify yourself, e.g. by sending a scan / copy of your identity card.

In addition to the aforementioned rights and in accordance with applicable regulations, you have the right to submit a complaint to the competent supervisory authority.

6. Protection of the data

6.1. In general

We take appropriate technical and organisational measures to protect your personal data against unlawful processing, e.g.:

- » We use a username and password policy on all our systems;
- » We make backups of the personal data to be able to repair them in case of physical or technical incidents;
- » We test and evaluate our measures on a regular basis;
- » Our collaborators are informed on the importance of the protection of personal data.

6.2. For clients

In addition to the aforementioned measures, we take the following measures to further protect the personal data of our clients:

- » All persons that can access your data on behalf of UCOS vzw, are bound by professional secrecy;
- » We ensure the pseudonymisation and the encryption of personal data when necessary.

7. Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us immediately.

You always have the right to file a complaint with the Data Protection Authority (formerly the Privacy Commission), the supervisory authority in the field of privacy protection.

8. Cookies

UCOS vzw uses cookies on its website www.ucos.be. A cookie is a small text file that a website puts on the hard drive of your computer the moment you visit that website. This allows our website software to recognise your computer on a subsequent visit. This way we can improve your experience on our website and analyse with WordPress Stats (standard visitor data) what is interesting to the visitors of our website. The cookies are not used for advertising or other commercial purposes.

This is a common way in which websites function as it provides information that contributes to the quality of the user experience. The information we register through cookies includes, amongst other things, IP addresses, the browser type, and the visited pages on our website.

You can choose to disable cookies. This can be done by using the options of your browser (Chrome, Firefox, Explorer, ...). You can find more information on this on the website of the provider of your browser.

9. How can you follow changes to this privacy declaration?

In a world of constant technical advances, we will have to update this privacy declaration on a regular basis.

We invite you to consult the latest version of this privacy declaration online and we will keep you informed of important changes via our website or via our other usual communication channels (as far as you are subscribed to these).

10. How can you contact us?

If you have any questions on the use of your personal data as defined in this privacy declaration, you can contact our Data Protection Officer (DPO):

- » by email to contact@ucos.be
- » by letter to UCOS vzw, Pleinlaan 5, 1050 Brussel

The Data Protection Officer of UCOS vzw is on January 1st, 2019:

- » Jeroen Pittoors, jeroen.pittoors@ucos.be, 02 614 81 93