

## **Privacy statement Federal Council for Sustainable Development (FRDO-CFDD)**

It goes without saying that the FRDO-CFDD respects the new privacy legislation.

What this means in concrete terms can be found below.

### **How does FRDO-CFDD collect personal information?**

- The FRDO-CFDD collects only the personal data that you yourself communicate to us, via your request to be kept informed of our activities (via our newsletter or invitations) or via the registration of an event organised by us.
- If you are a member of the General Assembly, the Bureau or the Council's working groups, we also keep more extensive personal and identification data, which you have transmitted to us yourself.

### **What personal data does the FRDO-CFDD process?**

- The FRDO-CFDD only collects personal data necessary to perform its tasks for a service you have requested. Specifically, this involves:
  - 1. Receiving our newsletters and invitations to events organised by the FRDO-CFDD
  - 2. Registering for an event organised by the FRDO-CFDD
  - 3. Your possible membership of the General Assembly, Bureau or working group of the FRDO-CFDD
- The data collected are:
  - 1. For the newsletters and invitations: name, language and e-mail address (as well as possibly a telephone number and organisation,... if you have provided this yourself)
  - 2. When registering for events: name, language and e-mail address (as well as possibly a telephone number and organisation,... if you have provided this yourself)
  - 3. Membership of General Assembly, Bureau or working groups: more extensive personal and identification and organisational data

### **When and why does the FRDO-CFDD process personal data?**

- The FRDO-CFDD is a public service and one of its core missions is to inform and raise awareness among the wider public about sustainable development. The FRDO-CFDD has no commercial interest and only processes/stores your personal data in certain cases:
  - if you gave your consent (e.g. through your request to be kept informed of our activities or registration for an event);
  - if the processing is necessary to provide a service requested by you (e.g. your e-mail address to send the newsletters or to transfer info in the context of the organisation of events you registered for);
  - if you are a member of the General Assembly, Bureau and/or working groups of the FRDO-CFDD to ensure the proper functioning of the FRDO-CFDD and if we are also (legally) obliged to process/save the data.

### **How does the FRDO-CFDD treat personal data?**

- All personal data is always kept confidential and never made public
- Your data will only be used in function of the service you have requested:
  - For example, if you register to be kept informed of our activities, we will only use your data to send you newsletters and invitations. You have the right to check, change and unsubscribe from your data at any time.
  - We never pass on your contact details to third parties. (One small nuance: the participant lists we hand out on the occasion of our own events only include the name, first name and organisation of the participants, but no further contact details).

### **How long does the FRDO-CFDD keep personal data?**

The FRDO-CFDD does not keep your data for longer than necessary for its operation.

- If you request subscription to the newsletter via our website, register for an event or cooperate as a member within the General Assembly, Bureau or one of our working groups, we keep your data for the period necessary to correctly handle the service you requested.
- In addition, the FRDO-CFDD may decide to collect certain data in an aggregated manner over the longer term to evaluate and adjust its own operation (e.g. statistics of people present at events, the reach of our organisation through public events and the newsletter). Individual identification of persons is not an issue here.
- The periods of keeping your data therefore differ:
  - 1. When unsubscribing to the newsletter/invitations events, we delete the personal data concerned as soon as possible.
  - 2. Data related to members' participation in the General Assembly, meetings of the Bureau and working groups, are kept according to legal obligations and deadlines.

### **Does the FRDO-CFDD keep my personal data in a secure manner?**

- Your data is handled in a secure manner. Therefore, we use various security technologies and measures to appropriately protect your data from unauthorised access, use, loss or disclosure. These technologies and measures are regularly tested and updated as necessary.

### **What can I do about my personal data myself?**

- You can access and change your personal data that FRDO-CFDD has processed about you at any time via: <https://www.frdo-cfdd-admin.be/Account/LogOn?ReturnUrl=%2f%3frd%3d128&rd=128> or delete via an email to [mail@frdo-cfdd.be](mailto:mail@frdo-cfdd.be) or by clicking on the following link: <https://frdo-cfdd-admin.be/Account/Unregister>
- If you believe that your data is being treated incorrectly, you can lodge a complaint with the Privacy Commission.

### **Any questions or concerns?**

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