

Privacy statement by Creatief Schrijven vzw

version May 23, 2018

Creative Schrijven vzw attaches great importance to the protection of your personal data. In this privacy statement, we provide clear and transparent information about what information we collect and how we handle personal data. We do everything we can to guarantee your privacy and therefore handle your data carefully. In all cases, Creatief Schrijven vzw complies with applicable laws and regulations, including the General Data Protection Regulation (Regulation EU 2016/679).

This implies that we :

- Process 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; the processing of your personal data is limited to only the data that is minimally required for the purposes for which it is processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- don't transmit personal data to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- Are aware of your rights regarding your personal data, to point this out and to respect them.

General

As Creatief Schrijven vzw 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, you can do so via the contact details below:

Creatief Schrijven vzw
Waalsekaai 15
2000 Antwerpen
info@creatiefschrijven.be
03 229 09 90

Who is this privacy statement aimed at?

This privacy statement applies to all participants in our activities, subscribers to VERZIN and members of the Literary Lodge, people who show interest in our activities, services or products, customers and prospects, suppliers, (potential) trainees and volunteers, etc. .

What do we process which personal data for?

Your personal data is processed by Creatief Schrijven vzw for the following purposes and legal grounds:

- Subscription and member administration and service to subscribers (execution agreement)
- so you can participate in the activities or make use of the services of Creatief Schrijven vzw (execution agreement)
- so we can keep you informed about the working of Creatief Schrijven vzw, more specifically via sending newsletters and invitations (legitimate interest)

- so we can communicate with you if you have registered for one of our activities or use our services, and so we can keep you informed of other, similar activities or services (execution agreement)
- so that we can report to subsidizing governments (legal obligation) other, specific purposes for which separate permission can be requested

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 objectives we can request and / or process the following personal data:

- Personal identity data: name, first name, address, telephone number, e-mail, links to online profiles (social media) and / or website
- Personal characteristics: date of birth, place of birth, nationality, gender
- National Insurance number
- Training or education
- Financial details (including account number)
- Visual material (photos, videos, recordings ...)

This information is given to you by us by means of registration forms, fill-in and contact forms on our websites, personal contact, contact via email or telephone. When you give us information about us from third parties, you declare that you have the permission to do so. We only use the collected data for the purposes which we obtained the data for.

Provision of personal data to third parties - processors

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

For example, we use an external service provider for:

- Grouping and storing data in the cloud (more specifically Google Drive)
- The preparation and sending of newsletters and invitations (Campaign Monitor in particular)
- Taking care of our internet environment (web hosting)
- Providing IT infrastructure (including IT network, servers, ...)
- Taking care of the (financial) administration
- Ensuring participants and volunteers (specifically Ethias)
- Accounting (HVCO)
- Social secretariat (SD Worx)
- CRM (Team Leader)

We never pass on personal data to external service providers (processors) with whom we have not entered into a processing agreement. Naturally we make the necessary arrangements with external service providers (processors) to ensure the security of your personal data.

Passing on data to third parties

We may share personal data with external parties if necessary for the execution of the purposes described above. For example, we share data with:

- Partners with whom we organize activities in cooperation (activities developed with two or more organizations (including co-production), and for which participants' lists are exchanged)

- Public authorities (including subsidizing governments, tax administrations, social security authorities, ...)
- External teachers or trainers
- Media

With these parties, we 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 you provide 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 give your contact details to third parties for commercial purposes.

We may share personal data with other third parties if you give us permission for this. You have the right to withdraw this permission at any time.

We do not provide personal data to parties which are located outside the European Economic Area.

Retention period

Creatief schrijven vzw preserves personal data no longer than necessary for the realization of the purpose for which they were provided, taking into account the period necessary to comply with the legal requirements (including in the area of accounting). Retention periods may however differ for each purpose.

Security of the data

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

For example, we have taken the following measures:

- All people who are able to access your data on behalf of Creatief Schrijven vzw are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems;
- 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'.
- Systematic backups of the personal data are made in order to be able to restore them in case of physical or technical incidents;
- We test and evaluate our measures at regular intervals, and adjust if necessary;
- Our employees are informed (and educated) about the importance of the protection of personal data. They follow a number of clear guidelines for this and are regularly trained and made aware of their responsibility.
- These employees 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 data is involved, you will be personally informed in the circumstances provided for by law.

Rights regarding your data

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

You are entitled to improvement and supplementation if your details are incorrect or incomplete.

You have the right to delete 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 limit data processing: if you object to the processing of certain data, you may ask to stop this processing.

You can also object to the way in which certain personal details of you are processed.

Meaning 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 information provided by you transferred by us to yourself or by order of yours directly to another party.

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

We can ask you to identify yourself before we can respond to the aforementioned requests. No category of persons is subjected 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, we ask you to contact us directly.

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

Gegevensbeschermingsautoriteit (GBA)
Drukpersstraat 35, 1000 Brussel
commission@privacycommission.be

Changes to our privacy statement

Creatief Schrijven vzw can always adjust its privacy statement. We will make an announcement of this change on our website. The last change was made on May 23, 2018. Older versions of our privacy statement are stored in our archive. Send us an e-mail if you want to consult it.