

United Fund for Belgium – General Privacy Notice

This General Privacy Notice describes the processing by United Fund for Belgium, Avenue Adèlelaan 1, 1310 La Hulpe/Terhulpen (“UFB”, “we” or “us”) of information about certain individuals, as collected and used when we run our activities (referred to as “personal data”). The individuals we collect personal data about are:

- members of UFB
- (representatives of) donors, sponsors
- volunteers
- attendees to our events or other activities that we organise
- visitors of our website
- (representatives of) organisations that receive funding from UFB

The protection of this personal data is important to UFB. We therefore process any personal data entrusted to us in compliance with the law. In particular, UFB complies with the data protection rules set out in the General Data Protection Regulation 2016/679 of 27 April 2016 (the “GDPR”).

We determine the purpose (why) and the means (how) for the processing of your personal data and are therefore controller in the sense of the GDPR. As part of our commitment to protect your personal data, we want to inform you:

- why and how UFB collects, uses and stores your personal data, for how long and under which legal basis;
- with whom we share your personal data;
- what your rights and our obligations are in relation to such processing.

1 What type of personal data do we collect and process?

We collect and process identification information about all individuals with whom we interact, such as the name, title, company name, email and/or postal address and the professional fixed and/or mobile phone number as well as information regarding any communications you may have with UFB.

This information may either be directly provided by you or provided by an external source, e.g. the legal entity for whom you work (e.g. if you are the contact person designated by your employer to manage the UFB sponsorship).

For volunteers, we also collect and process employment and educational history and other information contained within their curriculum vitae.

For the attendees to our events and other activities we organise, we also collect and process information in relation to the event, such as attendance to the event and photographs.

For our members and individual sponsors, we also collect payment information such as bank account number, donations and billing addresses.

For our website visitors, we collect and process electronic identification data (e.g. your IP address), technical information (e.g. type and version of your browser and your operating system, information regarding the pages you visit, the information researched, the time spent on our

website and other statistics regarding your browsing experience on our website) and information regarding your preferences on our website.

Whenever personal data is collected, we will indicate whether the provision of such data is mandatory (e.g. with an asterisk) and the consequences of a refusal to provide the requested data.

2 On which legal basis and for which purposes do we process personal data?

2.1 Legal basis for the processing

We only process your personal data provided:

- such processing is necessary to comply with our legal or regulatory obligations; or
- such processing is necessary to perform our contractual obligations towards you or to take pre-contractual steps at your request; or
- we have obtained your prior consent; or
- such processing is necessary for the legitimate interest of UFB to the extent it is not overridden by your own interest or fundamental rights and freedom. In relation to the processing of your personal data, our legitimate interests is to meet our social responsibility objectives.

2.2 Purposes of the processing of your personal data

We process your personal data for specific purposes and only to the extent relevant to achieve these purposes. In particular, we process your personal data for the following purposes.

- to undertake marketing/promotion activities relating to our organisation;
- to raise funds;
- to manage the relationship with our sponsors and members;
- to organise our sponsoring events;
- to support specific charity projects;
- to manage our IT resources, including infrastructure management & business continuity;
- to manage our archiving and records;
- to track our activities (e.g. visits to our website);
- more generally, to comply with any legal, accounting and tax obligations imposed on UFB.

3 Who has access to personal data and with whom are they shared?

Your personal data will only be available to our personnel for the purposes set out in Section 2.2.

We may also transfer personal data to third parties outside UFB, acting as processors (such as our IT system provider), to achieve the purposes listed in Section 2.2 above, to the extent they need it to carry out the instructions we have given to them. We do not transfer personal data to these third parties for commercial use.

The personal data transferred within or outside UFB is not processed in a country outside the European Economic Area ("**EEA**"), which covers the EU Member States, Iceland, Liechtenstein and Norway, that does not offer the same level of personal data protection as EEA countries.

4 How long do we store your data?

We will only retain personal data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal needs. Consistent with these requirements, we will try to delete your personal data quickly upon request.

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

5.1 Your rights

Within the limits and under the conditions set forth in the law, you have the following rights:

- to access your personal data as processed by us and obtain a copy thereof;
- to request any correction or update thereof;
- to request the erasure of your personal data;
- to request the restriction of the processing of your personal data;
- to withdraw your consent where UFB based its processing of your personal data on your consent (without such withdrawal affecting the lawfulness of processing prior thereto);
- to object to the processing of your personal data;
- to request the portability of your personal data (i.e. to obtain the personal data you have provided to UFB in a structured, commonly used and machine-readable format and/or to request the transmission of such personal data to a third party, without hindrance from UFB and subject to your own confidentiality obligations).

5.2 Exercising your rights

To exercise the above rights, you may send a request by email to info@ufb.be, with a scan/copy of your identity card or passport for identification purpose. We will respond in compliance with applicable law. If you are not satisfied with how UFB processes your personal data, please let us know and we will investigate your concern.

You also have the right to make a complaint to the competent data protection authority.

6 Update of this Notice

This Notice was updated in November 2018. It may be subject to amendments. Any future changes or additions to the processing of personal data as described in this Notice affecting you will be communicated to you through an appropriate channel, depending on how we normally communicate with you.