



[Board]

Privacy Policy for the International Disability and Development Consortium (IDDC)

This “Privacy Policy” regulates the processing of your personal data by the controller: International Disability and Development Consortium (IDDC) ivzw, which is registered at Rue de l’Industrie 10, 1000 Brussels, Belgium and with the Company registration number (ondernemingsnummer) 0888.489.613 (hereafter referred to as: “IDDC”).

Please read through this Privacy Policy carefully, since it contains your rights and duties vis-à-vis IDDC.

This Privacy & Cookie Policy can be reworked or updated from time to time, and so we recommend that you consult it again on a regular basis.

Article 1 – General

1.1. IDDC, by means of the present Privacy Policy, puts itself into compliance with:

- Article 7 and 8 of the Charter of Fundamental Rights of the European Union ;
- General Data Protection Regulation of the European Parliament and of the Council, 27 April 2016 (2016/679);
- Belgian law of 8 December 1992 for the protection of privacy modified by the law of 11 December 1998 transposing the Directive 95/46/EC of 24 October 1995 of the European Parliament and Council on the protection of natural persons the processing of personal data and the free movement of such data.

1.2. This privacy policy relates to the processing, the way IDDC collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

1.3. This privacy policy concerns information shared with IDDC through engagement with network activities, i.e. meeting/event registrations; mailing lists; surveys and other media platforms, including website.

Article 2 - Personal data that you communicate to us

2.1. During a visit to IDDC Website:

- IP address;
- via cookies: see article 9

2.2. When registering for the IDDC members' area:

- e-mail address;
- First name
- Last Name
- Organisation

2.3. When registering to an IDDC mailing list:

- e-mail address;
- First name
- Last Name
- Organisation

2.4. When registering/participating to an IDDC event

- Name, e-mail address, organisation, job title, telephone number, dietary options, accessibility requirements, photos, videos
- Depending on the venue, we might be requested to ask information about date and place of birth, passport or identity card number, nationality

2.5. As an IDDC employee:

- Name, address, e-mail address, telephone number, skype ID;
- CV, motivation letters, references, notes made during the job interview, interview-related evaluation;
- Information on education and work experience;
- Evaluation forms and results of any tests and assessments;
- Payroll information including national register number, address, seniority, civil status, bank account number, family composition, date of birth, work permit (if any);
- Salary and salary sheets;
- Health and/or accessibility requirements (if any);

2.6. As an IDDC member organisation or partner organisation:

- Name, application form, financial information, bank account number, address, e-mail address, social media accounts;
- Contact person: name, position, telephone number, office address, e-mail address, skype ID;

2.7. As an IDDC individual member:

- Name, e-mail address, telephone number, address, position, organisation, application form, bank account number, Skype ID, social media accounts, health-related information (optional)

2.8. As members of the IDDC Board of Directors:

- Name, e-mail address, organisation, job title, office address, telephone number, date and place of birth, passport or identity card number, copy of passport or identity card, skype & twitter accounts, accessibility requirements (if any);

2.9. As consultants, or some other business relation:

- Name, address, e-mail address, address, telephone number, registration number, bank account number;

2.10. As an applicant to a position at IDDC Secretariat

- Name, address, e-mail address, telephone number, skype ID;
- CV, motivation letter, references, notes made during the job interview, interview-related evaluation;
- Information on education and work experience;
- Accessibility requirements;

Article 3 - Personal data that we collect indirectly

3.1. Public data of the principal, customer or some other business relation

IDDC sometimes processes public data, e.g. data that are subject to a publication duty, such as the publication of your appointment as a member of the Board of Directors, or data that you made public yourself, such as information posted on your website, or data that are generally known in your region or that have appeared in the press.

3.2. IDDC is a global consortium of disability and development non-governmental organisations (NGOs), mainstream development NGOs and disabled people's organisations (DPOs). Given the nature of its structure, IDDC events can be decentralised to IDDC members and/or partner organisations that will eventually collect and manage personal data necessary for the IDDC-labelled event to take place. IDDC is not responsible for the data collected by its members and partners, nor for their respective privacy policies.

Article 4 – Purposes of the processing

4.1. IDDC does not collect any personal data about you on from its website, apart from information which you communicate as listed in articles 2 and 3. Any information which you provide in this way is not made available to any third parties, unless with your explicit consent, and is used by IDDC only for the purpose for which you provided it.

4.2 Only data necessary to enable the legitimate interest of IDDC network and facilitate its core work is collected and processed. Personal data information includes but is not limited to:

4.2.1. IDDC collects personal data information in order (legitimate interest) of the network including, but not limited to:

- Transmission of personal data within a group of undertakings for internal administrative purposes, including members and employee data;
- Communication activities;
- Linking members together for common work;
- Responding to public enquiries;
- Facilitation and administration of network events;

4.2.2. For illustrative purposes, information shared - such as email address, your position in a member organisation, picture, contribution to a consultation exercise might be shared by the Secretariat with other IDDC members or their partners.

4.2.3. Some information might be shared with a wider audience through channels such as a web page, publication, social media, a speech etc. When information is shared with a wider audience, this will be done anonymously unless the contributing person (hereafter the "data subject") has explicitly agreed to the use of his/her personal data together with the (extract of the) contribution after an explicit individual request by the Secretariat.

4.2.4. IDDC will use IP addresses exclusively for looking after and improving its website and including Personal Data in anonymous statistics, from which the identity of specific persons or companies cannot be discovered, with as legal basis the legitimate interests of IDDC in continuously improving its website and provision of services.

4.2.5. Explicit consent to the use your data is given in your membership profile or formal sign-up forms. You are not obliged to release your personal data, but you do understand that the granting of certain services becomes impossible if you refuse the processing.

4.3. Direct marketing (Emails and Mailing Lists)

- 4.3.1. The personal data will also be used for direct marketing (sending emails with content promoting directly or indirectly our activities). The personal data you provide will require an additional explicit consent which we will ask for.
- 4.3.2. If you are already included in our mailing list for receiving marketing material in electronic form, IDDC can use your data for sending marketing material relating to IDDC and its activities.
- 4.3.3. Our mailing lists are currently held on the OVH platform. People on these list must give their explicit consent to:
 - IDDC holding their personal data
 - Receiving information from us via the mailing list
 - Where appropriate, agreement for IDDC to share their information with other IDDC members
 - Where appropriate, agreement for IDDC individual members to be added to the working group platforms.
- 4.3.4. Consent can be withdrawn at any time - free of charge and without any obligation to give a justification - by making contact via email to admin@iddcconsortium.net

4.4. Transfer to third parties:

IDDC will never pass on your personal data to third parties, with the exception of IDDC members, technical service providers who handle technical support in so far as this is necessary for the technical provision of services and/or if they are obliged to do so on the basis of a statutory provision or a judicial ruling.

IDDC shall make reasonable attempts to inform you in advance of the fact that IDDC discloses your data to named third parties, but you also acknowledge that this is not technically or commercially feasible under all circumstances.

IDDC will not sell your personal data, rent them out, share them or otherwise make them commercially available to third parties, except as described above or unless with your prior consent.

4.5. Legal requirements:

In rare cases it can happen that IDDC must reveal your personal data subject to a court order or in order to comply with other compelling laws or regulations. IDDC shall make reasonable attempts to inform you in advance about this, unless it is subject to legal restrictions.

Article 5 – How long do we keep your data?

5.1. IDDC only keeps the data for as long as follow-up actions remain valid or are necessary with regard to the purpose(s) of the processing of personal data and as a function of the contractual relationship between IDDC and you:

- **IP address** (see article 2.1): for the duration of your visit to the website;
- **Email-address, profile name, password, email address, login data** (see articles 2.2 and 2.3) for the duration of the requested delivery of services. Individuals subscribed to mailing lists and other communication tools are able to review, subscribe/unsubscribe at any time.
- **Name, e-mail address, organisation, job title, telephone number, dietary options, accessibility requirements, date and place of birth, passport or identity card number, nationality** (see article 2.4): for the duration of the event and its follow-up actions. Information is then archived for maximum 5-years following the end of the calendar year of the event.
- **Name, address, e-mail address, telephone number, skype ID, CV, motivation letters, references, notes made during the job interview, interview-related evaluation, information on education and work experience, evaluation forms and results of any tests and assessments, payroll information including national register number, address, seniority, civil status, bank account number, family composition, date of birth, work permit, salary and salary sheets, health and/or accessibility requirements** (see article 2.5): for the duration of the requested delivery of services and the employment and in accordance with the applicable legislation;
- **Name, application form, financial information, bank account number, address, e-mail address, social media accounts, position, telephone number, skype ID, health-related information** (see articles 2.6 and 2.7): for the duration of the membership. Information is archived for maximum 2-years following the end of the calendar year when consent is withdrawn;
- **Name, e-mail address, organisation, job title, office address, telephone number, date and place of birth, passport or identity card number, copy of passport or identity card, skype & twitter accounts, accessibility requirements** (see article 2.8): for the duration of the mandate and in accordance with the applicable legislation;
- **Name, address, e-mail address, address, telephone number, registration number, bank account number** (see article 2.9): for the duration of the requested delivery of services and in accordance with the applicable legislation;
- **Name, address, e-mail address, telephone number, skype ID, CV, motivation letter, references, notes made during the job interview, interview-related evaluation, information on education and work experience, accessibility requirements** (see article 2.10): for maximum 1 year following the close of the calendar year.

5.2. The aforementioned personal data are in any case kept in accordance with the specific statutory provisions, as well as the prescription periods that oblige us to maintain your personal data for a longer period, e.g. in order to defend ourselves against an action at law.

Article 6 – Your rights

6.1. Right of access and inspection:

You have the right - at any time, free of charge - to take cognisance of your personal data, as well as of the use that IDDC is making of your personal data.

6.2. Right of correction, deletion and restriction:

You are free to communicate your personal data, or not, to IDDC. In addition, you always have the right to ask us to correct, supplement or delete your personal data. You acknowledge that, in case of refusal to communicate or request for deletion of personal data, certain services and products are not deliverable.

You may also ask to restrict the processing of your personal data.

6.3. Right of opposition:

You also have a right of opposition against the processing of your personal data for serious and legitimate reasons.

In addition, you always have the right to oppose the use of personal data for purposes of direct marketing; in such a case, you do not have to give any reasons.

6.4. Right of free data transfer:

You have the right to obtain your Personal Data that are processed by us in a structured, commonly used and machine-readable form and/or to transfer them to other controllers.

6.5. Right to withdraw consent:

In so far as the processing is based on your prior consent, you have the right to withdraw this consent.

6.6. Exercising your rights:

You can exercise your rights by contacting us for this purpose by post to IDDC, Rue de l'Industrie 10, 1000 Brussels, Belgium, subject to joining a copy of your identity card.

6.7. Automatic decisions and profiling:

The processing of your Personal Data does not include any profiling, nor will you be subject by us to automated decisions.

6.8. Right to file a complaint:

You have the right to file a complaint with the Belgian Privacy Commission: Commission for the Protection of Privacy, Drukpersstraat 35, 1000 Brussels, Tel +32 (0)2 274 48 00, Fax +32 (0)2 274 48 35, e-mail: commission@privacycommission.be.

This leaves intact the possibility of seeking relief before a civil court.

If you should suffer harm as a result of the processing of your personal data, you can file a damages claim.

Article 7 – How do we protect your data?

7.1. All data in electronic format (emails, documents, uploaded batches of data etc.) are stored either on the servers of the IDDC secretariat or held by third-parties such as OVH, Mailchimp, SurveyMonkey, Google. IDDC uses Microsoft (Office365) for electronic document storage and mail processing. Hard copies of sensitive information are kept in a secure location.

7.2. Under no circumstances can IDDC be held liable for any direct or indirect harm deriving from an erroneous or wrongful use by a third party of the personal data. IDDC have ensured that when they call upon third parties for the processing of personal data, these third parties shall be bound by the same rules.

7.3. You must at all times observe the security rules, including by preventing any unauthorised access to your login and code. You are thus solely responsible for the use that is made as of the Website from your computer, IP address and from your identification data, as well as for the confidentiality thereof.

Article 8 – Who has access to your data and to whom is it disclosed?

8.1. In order to be able to process your personal data, we grant access to your personal data to our employees and the external processor, if any.

8.2. Personal data collected may be integrated into different communication systems with the purpose of facilitating the interaction between IDDC members and its stakeholders in their areas of interest.

8.3 List of data sub-processors:

- [Google Analytics](#)
- [Google Suite](#)
- [OVH](#)
- [Hubic](#)
- [Mailchimp](#)

8.4. If data subjects do not wish to be included in this database, they can address themselves to **the IDDC Secretariat or respective Task Group Coordinator and/or amend their membership profile.**

8.5. Data related to the country, age or gender, name, e-mail address may be transmitted to other IDDC members for collaboration purposes.

8.6. Processing of payroll data is managed by Acerta Social Secretariat and management of personal data linked to this falls within the Acerta Social Secretariat data protection policy. This is only relevant for staff employed by the network.

Article 9 – Collection and Use of Technical Information

9.1. What are cookies?

A “cookie” is a small file sent out by the servers of Google Analytics and Drupal and installed on the hard disk of your computer. The information stored on these cookies can only be read by us and only during the duration of the visit to the Website.

9.2. Why do we use cookies?

9.2.1. We use cookies to collect non-personal information about how visitors use our website. These cookies are used as part of Google Analytics, a web analytics service that enables us to track how visitors use our website. The goal of this application is to help us improve the quality of our site. Google Analytics uses first-party cookies.

9.2.2. Technical details in connection with visits to this website are logged for statistical purposes. No information is collected that could be used by us to identify website visitors. IDDC will make no attempt to identify individual visitors, or to associate the technical details with any individual.

Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the IDDC Secretariat.

IDDC Secretariat

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