

ELSA's Privacy Policy for ELSA Officers

ELSA is a non-political independent, not-for-profit organisation organised on a local, national and international level. This privacy policy will explain how the International Board of ELSA uses the personal data we collect from you.

I. Official Positions within the ELSA Network

Official positions within the ELSA Network refers to positions on any National or Local Board as well as any position officially created in accordance with internal regulation by an ELSA group or the International Board to support the relevant Board in the execution of their responsibilities towards ELSA.

II. Legal basis for the processing of the data

The legal basis for processing your data is Art 6 (1) point (f) 'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child'.

III. What data do we collect?

The International Board collects the following data:

- Name (mandatory for National Board Members and ELSA International Team members);
- ELSA email (mandatory);
- ELSA Affiliation (mandatory);
- ELSA Position (mandatory);
- Personal email (ELSA International Team members only).

IV. How do we collect your data?

You directly provide the International Board of ELSA with the data when filling in the National Group Report or when applying for a position as part of the ELSA International Team.

V. How will we use your data?

The International Board of ELSA collects your data so that we can:

- Provide National Officers with coaching and support;
- Provide ELSA Officers with official email addresses;
- Display your Name and Position on the ELSA website (ELSA International Team members only);
- Provide IT support;
- To promote events;
- To provide important updates.

If we were to process your personal data for any other purpose, you will be contacted prior and we will provide you with any necessary information. We will not disclose or share any personal



data with third parties.

VI. How do we protect your data?

The International Board securely stores your data on the password protected shared drive as well on ELSA's WordPress account where the National Group Report is stored. All email addresses are stored in ELSA's Gsuite workspace.

The International Board will keep your name and the responses to the National Group Report stored on ELSA's WordPress account until the subsequent 31st of July. After this period, we will delete your name by erasing the respective file from the password protected shared drive and by deleting all responses to the National Group Report from ELSA's WordPress account.

VII. What are your data protection rights?

The International Board would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to withdraw consent – You have the right to withdraw your consent at any time and to require the International Board to stop processing and storing your data.
- The right to access - You have the right to request the International Board for copies of your personal data.
- The right to rectification - You have the right to request that the International Board correct any information you believe is inaccurate. You also have the right to request the International Board to complete information you believe is incomplete.
- The right to erasure - You have the right to request that the International Board erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that the International Board restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to the International Board's processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that the International Board transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: **+32 2 646 2626**

Or write to us: **elsa@elsa.org**

VIII. Changes to this privacy policy

The International Board keeps this privacy policy under regular review. This privacy policy was last updated on 3rd of June 2021.

IX. How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to



exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: elsa@elsa.org

Call us: **+32 2 646 2626**

Or write to us at: Blvd Général Jacques 239, Brussels B-1050, Belgium

X. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the International Board of ELSA has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Website: <https://dataprotectionauthority.be/citizen/actions/contact>

