

ELSA's Privacy Policy for International Internal Meetings and Train the Trainers Week Hosts

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. International Internal Meetings of ELSA

International Internal Meetings refer to the biannual International Council Meeting of ELSA as well as the International Training Meeting and the International Strategy Meeting of ELSA.

Train the Trainers Week refers to an event to recruit Trainers for the International Trainers' Pool of ELSA.

II. Legal basis for the processing of the data

The legal basis for processing your data is Art 6 (1) point (b) 'processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract'.

III. What data do we collect?

The International Board collects the following data:

- Name (mandatory);
- Affiliation with ELSA (i.e. local, national, or international level) (mandatory);
- Position in ELSA (mandatory);
- Email (mandatory);
- Signature (mandatory).

IV. How do we collect your data?

You directly provide the International Board of ELSA with the data when applying to host an International Internal Meeting or the TtTW and subsequently when signing the Hosting Agreement with the International Board of ELSA.

V. How will we use your data?

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

- Form a legally binding contract with the host.

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 office computer of



the Secretary General of the International Board. Additionally, the Hosting Agreement is stored in physical form in the archives located at 239 Boulevard General Jacques, 1050 Ixelles.

The International Board will keep your provided data for 7 years starting from the subsequent 1st of January after the International Internal Meeting or the TtTW to comply with Dutch administrative law. After this period, we will delete your data by erasing it from the password protected office computer of the Secretary General of the International Board and by destroying the physical copy from the archive.

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 16th December 2020.

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>

