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# Privacy Policy – ELSA Belgium

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ELSA Belgium attaches great importance to the protection of personal data. Therefore, this Privacy Policy aims to cover every data processing made by ELSA Belgium.

With this policy, we wish to provide clear and transparent information about the data we collect and how we process it. ELSA Belgium complies with applicable laws and regulations, including the General Data Protection Regulation.

This implies that, in all circumstances, we:

- Process personal data in accordance with the purpose for which they were collected;
- Limit the processing of personal data to what is necessary to satisfy the purposes of the processing;
- Have taken appropriate technical and organisational measures to ensure the security of personal data;
- Do not transfer personal data to third parties unless necessary to achieve the purposes for which they were collected;
- Know, inform and respect the rights of the data subject with regard to his or her personal data.

Any person who would have questions regarding the processing of their personal data or the exercise of their rights, may contact us by the following means:

## **ELSA Belgium**

Boulevard Général Jacques/Generaal Jacqueslaan, 239  
1050 Ixelles/Elsene  
dpo@be.elsa.org  
Contact person: Ilias De Schryver



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## Definitions

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**Belgian network:** ELSA Belgium, ELSA Antwerp, ELSA Brussel, ELSA Brussels, ELSA Gent, ELSA Hasselt, ELSA Leuven, ELSA Liège, ELSA Louvain-la-Neuve, ELSA Saint-Louis.

**EEA :** European Economic Area.

**ELSA section:** every single ELSA group at the international, national or local levels.

**GDPR:** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

**International Programmes:** the Student Trainee Exchange Programme (STEP), the Summer and Winter ELSA Law Schools when it comes to the part of the organisation dealt by ELSA International, the John H. Jackson Moot Court Competition, the European Human Rights Moot Court Competition, the ELSA Delegations, the Legal Research Groups organised by ELSA International.

## Scope of the policy

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This privacy policy applies to any data processing made by ELSA Belgium when organising its events and activities. It also applies to any personal data that would have been sent to ELSA Belgium by another ELSA section.

Any data processing related to the International Programmes is made under the respective privacy policies of ELSA International.

ELSA Belgium could not be held responsible for any violation of the data protection laws and regulations occurring in the field of those programmes that is not covered by the present privacy policy.

This privacy policy also applies to the ELSA Law Schools organised by ELSA Belgium when it comes to the national aspects of the organisation thereof. It shall prevail on that released by ELSA International for any data sent to or processed by ELSA Belgium as long as it is compliant with the International Terms & Conditions of ELSA Law Schools.



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## General information

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Personal data are processed by ELSA Belgium for the following purposes:

- To register our members and to be able to contact them in order to invite them and to fulfill their duties towards ELSA Belgium;
- To allow active or passive participation to our event, including participation to STEP traineeships;
- To enable our members, participants and partners to meet their financial commitments;
- To send out Newsletters and invitations, including our partners’;
- To promote the association and its activities on social media and on our website;
- To promote activities organised by local sections, other national sections or ELSA International;
- To educate our members;
- To improve our activities;
- To develop an Alumni network for our members;
- To search for and establish partnerships;
- To establish statistics regarding our activities and development;
- To allow the data subject to exercise his or her data-related rights.

For the above-mentioned purposes, we may request, process and store the following personal data:

- Personal identity data: surname, first name, address, phone number, email address, studies, year of study, bank account number, identity card number, National Registry Identification Number, passport number;
- Professional data: telephone number, email address, job title;
- Status of members: function, description, start and end date, local section;
- Participation in our activities;
- If necessary, food preferences and allergies;
- Audiovisual promotional material (photos, videos,...);
- Signature.

However, we reserve the right to process other types of data if necessary for the above-mentioned purposes.

All our processing of data are based on:

- The consent of the data subject on the basis of Article 6(1)(a) of the GDPR;
- The implementation or preparation of a (future) contract between ELSA Belgium and the data subject on the basis of Article 6(1)(b) of the GDPR;
- A legitimate interest specific to ELSA Belgium, as defined in recital 47 of the GDPR, on the basis of Article 6.1(f) of the GDPR. This interest may, for example, consist of the creation of an alumni network or the setting up of partnerships. In any case, such interest is always communicated as soon as possible.

Any person may refuse to share his/her data with ELSA Belgium or withdraw his/her consent. However, this may make it technically impossible for us to offer access to our activities or membership.



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## Transfer of data

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We only transfer the data we process to third parties if this is necessary for the above-mentioned purposes.

In other cases, we do not pass on the data provided by the persons concerned to third parties, unless it is legally required or if we have a legitimate interest in doing so. This would be the case if law enforcement agencies requested certain information in the context of an investigation with the prior authorisation of the Public Prosecutor's Office. In such circumstances, we are obliged to cooperate and to transfer the data.

In addition, if necessary for the fulfilment of the above-mentioned purposes, we transfer personal data outside Belgium. ELSA Belgium cannot be held liable for infringements committed by third parties if they are located within the European Economic Area or in a country falling under an Adequacy Decision of the European Commission. In case of transfer to any other country, ELSA Belgium will ensure that the third party secures your personal data or that you consent to this transfer.

Any transfer of data is communicated to the subject of the processing.

Under no circumstances do we sell or rent personal data to third parties. We also never pass on data to third parties for commercial purposes.

Any transfer of data related to an International Programme falls under the Privacy Policies of ELSA International, except if contrarily stated in the present Policy.

## Duration of the processing

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Your data will be kept as long as needed in order to achieve the above-mentioned purposes or in order to meet legal requirements. Any data collected to fulfill a legitimate interest will be kept as long as this interest exists or until the person requires erasure of his/her data.

In any case, your data will be kept at least two years after their collection. Furthermore, data of selected Belgian STEP trainees are always kept at least one year after the end of their traineeship. This duration does not apply to the data processed before the 1st of August 2019, which are going to be deleted or anonymised as soon as possible.

Especially, the data related to our members will be kept as long as a specific demand has not been made to erase the data. This can be done by fulfilling our online form ([https://docs.google.com/forms/d/1VMXB-2i6C-ZzYWyMapdokufbYOZtbphRfv7WviaR7vY/viewform?fbclid=IwAR0eAgO7CfdJpoUNAZevKndqWYFD3s4mCyXBtyix6jF8K2SvttD0GnEZERw&edit\\_requested=true](https://docs.google.com/forms/d/1VMXB-2i6C-ZzYWyMapdokufbYOZtbphRfv7WviaR7vY/viewform?fbclid=IwAR0eAgO7CfdJpoUNAZevKndqWYFD3s4mCyXBtyix6jF8K2SvttD0GnEZERw&edit_requested=true)) or by contacting [dpo@be.elsa.org](mailto:dpo@be.elsa.org).



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This article does not affect the right to erasure that is recognised to any data subject.

Every information is likely to be anonymised and kept for statistical purposes with no limit of time.

## **Security of data**

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We implement appropriate technical and organizational measures to protect personal data and ensure their confidentiality, including measures to protect the data from breach, loss or unlawful processing.

These include :

- The fact that all persons who can access personal data on behalf of ELSA Belgium are bound by a confidentiality agreement;
- The fact that we use ELSA Belgium's e-mail network to access our online documents. Persons who do not have such a valid e-mail address and without a personal invitation from the administrator of these documents (the Board Member concerned) do not have access to the personal data of our members ;
- Regular evaluation of our measures;
- The training of our members on the importance of personal data protection.

## **Exercise of rights**

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All data subjects have the right to access and copy their personal data.

They have the right to have their data rectified and completed if they are incorrect or incomplete.

They have the right to have their personal data deleted when they are no longer necessary for the purposes for which they were collected or processed, when they revoke their consent thereto and when ELSA Belgium no longer has a legitimate interest justifying the processing.

They have the right to restrict the processing of their personal data if they contest or object to the accuracy of the data, so that the data can only be processed with their consent, for the purpose of exercising their rights or for the protection of the rights of another person.

They may object to the way in which certain personal data are processed. They have the right to object to the use of their personal data for direct marketing purposes.

They may at any time withdraw their consent to the processing of personal data obtained by us on the basis of Article 6.1(a) of the GDPR. The processing of such data prior to withdrawal of consent remains valid.



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If a data subject exercises his/her right to have his/her data erased or withdraws his consent, he is aware that this may make it impossible for ELSA Belgium to give access to its activities or membership, in particular if the data were necessary to participate in an activity.

The exercise of those rights is made possible by fulfilling [this form](#). In case of any problem, if this document is not complete enough or if you do not understand it sufficiently, you can contact us at [dpo@be.elsa.org](mailto:dpo@be.elsa.org).

## Complaints

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If a data subject has a complaint regarding the processing of his or her personal data or the exercise of his or her rights, we ask him or her to contact us directly.

Any data subject has the right, at any time, to lodge a complaint with the Gegevensbeschermingsautoriteit/Autorité de Protection des Données, which is the Belgian supervisory authority in the field of privacy protection, or to initiate legal proceedings:

Gegevensbeschermingsautoriteit/Autorité de Protection des Données :

Drukpersstraat/Rue de la Presse 35  
1000 Brussel/Bruxelles  
[commission@privacycommission.be](mailto:commission@privacycommission.be)

## Modification of the present Policy

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ELSA Belgium may modify or amend its privacy statement. In such a case, an announcement will be posted on our website. The last modification was made on the 31th of July 2020. Older versions of our privacy statement are kept in our archives and can be consulted upon written request.



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