



## Privacy Policy

This privacy statement (hereinafter referred to as "Privacy Policy") is applicable to the WEEE Forum's website: <http://www.weee-forum.org/> and any website/platform/portal/intranet/extranet under its jurisdiction, unless a separate Privacy Policy is applicable, (hereinafter called the "websites") and its Extranet (members' area, hereinafter called "extranet"), all relations between the WEEE Forum (hereinafter referred to as the "we", "our" and "us") and its members and business partners.

This Privacy Policy includes information about the personal data collected by the WEEE Forum, as well as the way in which we use and processes this personal data in light of the *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 (General Data Protection Regulation)*, available [here](#).

Visiting our websites and/or extranet, subscribing to our newsletter, registering to our events or any communication with the WEEE Forum, implies your consent with our Privacy Policy as in article 6, paragraph 1, point a) of the *General Data Protection Regulation*, and by consequence on how we collect, use and process your personal data.

### What personal information do we collect?

We collect the information listed below as a consequence of our business activities.

The WEEE Forum may collect and process the following types of personal data:

- Title
- Name
- Surname
- Position in company
- Company name
- Company address
- Invoicing and payment details
- E-mail address
- Telephone number (landline and/or mobile phone)

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- Address
- Nationality
- Gender
- ID or passport number
- Date of birth
- Social media information (Twitter handle, LinkedIn account link etc.)
- Camera and video footage
- License plate of your car
- Any personal information provided in the 'free field' when completing a contact form
- Any personal information provided to the WEEE Forum (for example in light of correspondence with our employees).
- CVs of our workshops'/conferences'/webinars' speakers
- ID card photocopies of the Board members (as required by Moniteur Belge).

## How do we collect personal information?

The listed above personal data may be collected in the context of:

- Visiting the websites
- Registering to the extranet
- Collaboration with the WEEE Forum
- Invoicing
- Any correspondence with WEEE Forum
- Creation of an account (on our Extranet for example)
- Requesting an offer
- Subscription to the newsletter
- Registration to a webinar/seminar/event/etc.
- Taking pictures, videos and minutes in the meetings and conferences organized by the WEEE Forum
- Recording webinars and conference calls
- Exchanging business cards

All personal data, collected by the WEEE Forum, are therefore explicitly and freely provided by you.



## How do we process personal data?

We will use your personal information, only where we have a lawful basis for processing.

The WEEE Forum can use your personal data for the following purposes:

- Fulfillment of a contract with the WEEE Forum
- Communicating with its members and stakeholders
- Sending newsletters
- Confirmation of the subscription and follow-up communications after a meeting/workshop/conference
- Invoicing
- Legally required publications
- Creation of an account (on our extranet for example)
- Pictures from events may be used in reports and other type of publications

We do not track nor collect information from individual visitors of our websites and social media (no use of cookies that track personal information). But we do use Google Analytics to analyse the trends in websites' visit (country, language, the pages visited etc.) in order to provide better communication services. The collected trends are only shared internally within the company, not with third parties.

## Disclosure of personal data to third parties

The WEEE Forum will not share your personal data with third parties, unless it is necessary in the context of performing a contract/agreement or by legal requirement. If it is necessary that the WEEE Forum discloses your personal data to third parties, the third party is required to use your personal data in accordance with the rules of this Privacy Policy.

## Linking

Our websites do contain links to other websites. In addition, other websites outside our control may link to our websites. We are not responsible for the privacy practices and

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contents of such other websites. You should exercise caution and look at the privacy statement applicable to the website in question.

## How do we store your data?

Unless a longer storage period is required or justified by law or through compliance with another legal obligation, the WEEE Forum will only store your personal data for the period necessary to achieve and fulfil the purpose in question, as specified in the Privacy Policy.

## What are your rights?

In light of the processing of your personal data, you enjoy the following privacy rights:

- Right of access to your personal data
- Right to rectification, completion or update of your personal data
- Right to erasure of your personal data ('right to be forgotten').
- Right to restriction of the processing of your personal data
- Right to transferability of your personal data
- Right to object the processing of your personal data

If you would like to execute any of the above-mentioned rights and/or make any changes to your personal data, please contact [info@weee-forum.org](mailto:info@weee-forum.org).

If you no longer wish to receive our newsletter, you can unsubscribe at any time by clicking the "unsubscribe" button at the bottom of each of our newsletter's editions.

## What do we do to keep your personal data secure?

The WEEE Forum take suitable physical and electronic, organisational and technical measures in accordance with our obligations under GDPR to avoid any data breaches such as unauthorised access, loss, abuse or alteration of your personal information.

Each user of the extranet is responsible for keeping his/her password secure and should not share it with third parties. If the user suspects that his/her password has become known to a third party, he or she should notify us immediately so that we may change the login details. The WEEE Forum is not responsible for any unauthorised access to the extranet caused by passwords becoming known to third parties.

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## Update of the Privacy Policy

The WEEE Forum may update this Privacy Policy by posting a new version on the websites. In case of major changes this will be communicated to the WEEE Forum's members separately.

## Contact us

If you have any comments about this Privacy Policy, please contact us on the following email address: [info@weee-forum.org](mailto:info@weee-forum.org).

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