

## International Falcon Movement - Socialist Educational International (IFM-SEI) Privacy Policy

IFM-SEI attaches great importance to the protection of the personal data that it has to treat in the course of its activities. The processing covers all operations applied to data that directly or indirectly identify a natural person, such as collection, recording, organisation, structuring, preservation, adaptation or modification, extraction, consultation, use, provision, reconciliation or interconnection, limitation, erasure or destruction.

IFM-SEI deals with the personal data transmitted to it in accordance with the European General Data Protection Regulation in dealing with the personal data (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data - of 14 April 2016), and applicable as from 25 May 2018.

### 1. GENERAL

1.1 International Falcon Movement - Socialist Educational International (hereinafter referred to as "IFM-SEI") respects the privacy of its users (hereinafter "Users") and only uses the personal data processed in this context for the sole purpose of the tasks entrusted to it by the members and/or by the Belgian legislation. It ensures the implementation of appropriate technical and organisational measures to ensure that the treatments meet the requirements of the GDPR.

1.2 Access to the [www.ifm-sei.org](http://www.ifm-sei.org) website (hereinafter "the Website") implies full and unconditional acceptance by the user of this Privacy Policy (hereinafter "the Charter"), as well as its Terms of Use (hereinafter the "ToU").

1.3 The User acknowledges having read the information below and authorises IFM-SEI to deal, in accordance with what is specified below, with the personal data the person communicates on/to the Website within the framework of the service proposed by IFM-SEI (hereinafter the "Service").

1.4 By providing information to Users, IFM-SEI may be required to amend and adapt the Charter, in order to comply with any new applicable legislation and/or regulations, recommendations of the Belgian Privacy Commission, the guidelines, recommendations and good practices of the European Data Protection Committee and the decisions of courts and tribunals in this field.

1.5 The Charter is valid for all the hosted pages on the Website and for the savings of the Website. It is not valid for the hosted pages by third parties that IFM-SEI may redirect to and where their privacy policies may differ. IFM-SEI cannot be held responsible for any data processed on the Website or by them.



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## 2. DATA PROCESSING AND THE DATA PROTECTION OFFICER

IFM-SEI is an ASBL/VZW governed by Belgium law and whose head office is located at Rue Joseph II 120, 1000 Brussels, represented by its Secretary General, Carly WALKER-DAWSON, is responsible for certain processing of personal data that it carries out in the framework of its activities provided for by its statutory mission.

IFM-SEI processes personal data:

- The association's own staff for the purposes provided for by Belgian labour law (personal details, personal address, family composition, salary and other benefits related to remuneration, bank account, employment contract and amendments);
- Consultants recruited for specific functions in the context of the different projects: personal details, address, N.VAT, bank account
- Participants to IFM-SEI events and members of the governing or working structures
- Recipients of the newsletter and other publications under the name of IFM-SEI

### CONTACT DETAILS OF THE DATA PROTECTION OFFICER (hereinafter referred to as "the DPO")

Ingrid DE KOCK - Office Secretary  
IFM-SEI, Rue Joseph II 120, 1000 Brussels, Belgium  
+32 221 57 927  
privacy@ifm-sei.org

For any request relating to personal data, and in particular to exercise the rights covered by the GDPR legislation you can contact the person in charge or the delegate that the Secretary General has designated and whose name will be made known to the public and staff.

## 3. USER RIGHTS

### 3.1. PREAMBLE

IFM-SEI may not refuse to respond to the Users' requests under this article unless it can demonstrate that it is unable to identify the User concerned. As soon as possible and at the latest within one month from the receipt of the request, IFM-SEI provides the User exercising one or more of the rights referred to below, information on the measures taken following the demand. The one-month period can be extended by two months, given the complexity and the number of requests. In the latter case, IFM-SEI informs the User of the extension and the reasons justifying it. When the User makes a request in electronic form, the information is provided by IFM-SEI electronically where possible and unless the User requests otherwise. If IFM-SEI does not respond to the request of the User, it informs the User without delay and at the latest within one month from the receipt of the request for the reasons for this refusal and the possibility that the User to file a complaint with the

Data Protection Authority and to launch a judicial appeal. Requests made under this article are free of charge except when the requests of a User are manifestly unfounded or excessive, in particular because of their repetitive nature. In the latter case, IFM-SEI may require the payment of reasonable fees that take into account the administrative costs associated with these requests or refuse to act on them.

When IFM-SEI has reasonable doubts as to the identity of the User making this request, it may request that it be provided with additional information necessary to confirm the identity of the person concerned.

### **3.2. ACCESS**

The User has the right to obtain from IFM-SEI the confirmation that their personal data are or are not processed and, when they are, access to these personal data as well as the following information:

- The purposes of the treatment
- The categories of personal data concerned
- Recipients or categories of recipients of personal data, in particular recipients who are established in countries outside the European Economic Area or international organisations
- Where possible, the retention period of the personal data envisaged, or where this is not possible, the criteria used to determine this duration
- The existence of the right to ask IFM-SEI for rectification or deletion of personal data or a limitation of the processing, or the right, if any, to object to such processing;
- The right to file a complaint with the Data Protection Authority
- When the personal data are not collected from the User, any information as to their source
- The existence, if any, of decision-making based exclusively on automated processing, including profiling and, in such cases at least, useful information about the underlying logic, as well as the importance and the expected consequences of this treatment for the User. When the personal data are transferred to a country located outside the European Economic Area or to an international organisation, the User has the right to be informed of the appropriate guarantees regarding this transfer.

The User has the right to obtain from IFM-SEI, without charge, a first copy of the personal data being processed. This right, however, may not affect the rights and freedoms of others, including IFM-SEI's trade secrets or intellectual property rights. When the application is submitted electronically, the information is provided in an electronic form in common use, unless the data subject requests otherwise. IFM-SEI may require the payment of reasonable fees based on the administrative costs, fixed at EUR 25.00, for any additional copies requested by the person concerned.



### 3.3. RECTIFICATION

The User has the right to obtain from IFM-SEI, without charge, as soon as possible, the rectification of the personal data concerning them that are inaccurate. In view of the purposes of the processing, the data subject has the right to have the incomplete personal data completed, including by providing a supplementary declaration.

### 3.4. ERASURE

3.4.1. The User has the right to obtain from IFM-SEI the erasure, as soon as possible, of personal data concerning them and IFM-SEI has the obligation to erase this personal data as soon as possible, when one of the following reasons apply:

- Personal data are no longer necessary for the purpose for which they were collected or otherwise processed
- The User withdraws the consent on which the treatment is based and there is no other legal basis for the treatment
- The User objects to the treatment in accordance with this policy
- The personal data have been subject to unlawful processing; personal data must be erased to comply with a legal obligation to which IFM-SEI is subject
- Personal data was collected as part of the information society service offer. Where IFM-SEI has made the personal data public and is obliged to erase them, IFM-SEI, taking into account the available technologies and the costs of implementation, shall take reasonable measures, including technical information, to inform the data controllers processing such personal data that the User has requested the erasure by those responsible for the processing of any link to such personal data, or any copy or reproduction of those.

3.4.2. The only exceptions that apply, in relation to article 3.4.1, are:

- To comply with a legal obligation that requires the processing to which IFM-SEI is subject, such as a legal obligation to keep certain personal data (like data in participant list, reimbursement forms and any other documents) related to reporting required by funders
- The recognition, exercise or defense of rights in court
- For statistical purposes to the extent that the right to erasure is likely to render impossible or seriously jeopardise the achievement of the objectives of that treatment

3.4.3. In the case of exemptions outlined in 3.4.2. IFM-SEI will notify the User about:

- Which of their personal data items are kept
- Period that these certain data will be held
- What happens to their data after the period indicated by IFM-SEI



## **4. PURPOSES OF PROCESSING**

### **4.1. GENERAL PURPOSES**

Without prejudice to what has been specified under point 3.2. concerning the automatically transmitted data, the Websites collect, save and process the personal data of its Users in particular for the following purposes:

- To establish, carry out and conduct the contractual relationship with the User
- For the User to apply to calls and therefore participate in events, activities and other processes offered by IFM-SEI
- To incorporate users' personal data into one or more automated files
- To analyse, adapt and improve the content of the Website
- To detect and/or prevent fraud or similar activities of an illegal nature
- To respond to requests for information
- For any other purpose for which the User has expressly consented

### **4.2. COMMUNICATION TO THIRD PARTIES**

IFM-SEI considers personal data as confidential information. It shall not communicate them to third parties under conditions other than those specified in the Charter or under the conditions in which it is required by law, including the competent authorities who request it.

Those that are considered as partners of IFM-SEI: all IFM-SEI Members Organisations in the performance of their duties and any Public (e.g. Belgian Public Authority, National Agency )Regional and International (e.g. European Commission, Council of Europe) legal entity and/or legal entities in the non-governmental, educational and youth sector (hereinafter the "Partners").

In this context, IFM-SEI may communicate to its Partners, the personal information of its Users, for the purpose of accomplishing the purposes defined in paragraph 4.1. IFM-SEI may transmit to third parties the personal information of its Users insofar as this information is necessary for the execution of a contract with its Users (for example, registration to an event of a partner or to organiser of an event to contact the User in relevance to the process that the second applied for). In such a case, such third parties shall not communicate this information to other third parties, except in one of the following two situations:

- (i) Disclosure by these third parties of such information to their suppliers or subcontractors to the extent necessary for the performance of the contract, and
- (ii) Where such third parties are obliged by the regulations in force to disclose certain information or documents to the competent authorities regarding the anti-money-laundering, as well as to any competent public authority in general.

The disclosure of such information to the aforementioned persons shall in all circumstances be limited to what is strictly necessary or required by the applicable regulations.

In order to discover new information or processes to its users that maybe be of interest to them, IFM-SEI may also disclose the personal information of its Users to third parties, insofar as the Users have explicitly consented to it.

#### **4.3. TRANSFER TO A COUNTRY NOT A MEMBER OF THE EUROPEAN ECONOMIC AREA**

IFM-SEI does not transfer data to a country which is not a member of the European Economic Area unless it provides an adequate level of protection within the meaning of the law of 8 December 1992 on the protection of privacy (including other laws under Data Protection and Privacy), or within the limits permitted by the same law, for example by ensuring the protection of data by appropriate contractual provisions.

#### **4.4. DIRECT MARKETING**

Personal data will not be used for direct marketing purposes for products or services other than those to which the User has already subscribed unless in the case that the User has explicitly consented to by contacting IFM-SEI at [privacy@ifm-sei.org](mailto:privacy@ifm-sei.org) or any staff member of the Organisation therefore “opting-in”.

When the User has given their consent for the use of this information for direct marketing purposes, the User retains the right to oppose such use at any time, upon request and free of charge. To do so, the User must unsubscribe with the corresponding link in each e-newsletter by following the “Click to edit Email Preferences or Unsubscribe from this list” option at the bottom of the email.

### **5. SECURITY**

5.1 IFM-SEI, in order to assure maximum possible security linked to use of personal and sensitive data, has assigned a Data Protection Officer. The Data Protection Officer shall have at least the following tasks:

- To act as the contact point for the users and supervisory authority on issues relating to the processing and any other obligations set by relevant regulations
- Monitor and report the risks associated with processing operations, taking into account the nature, scope, context and purposes of processing
- To inform and advise the controller, the processor and the employees who carry out processing of their obligations pursuant to the relevant regulations and data protection provisions
- To monitor compliance with the relevant regulations and with the policies of the controller or processor in relation to the protection of personal data, including the



assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits

- To provide advice where requested as regards the data protection impact assessment and monitor
- To cooperate with the supervisory authority

5.2 When it comes to servers hosting processed personal data, IFM-SEI has taken the adequate measures to prevent, to the extent possible, the servers from:

- Accessing, processing or modifying these data without authorization;
- Inadequately using or disclosing such data; and
- Unlawfully destructing or accidentally losing such data.

5.3 In this respect, IFM-SEI employees and volunteers who have access to personal and sensitive data are subject to a strict confidentiality obligation. IFM-SEI cannot, however, be held liable for any misappropriation of these data by a third party in spite of the adopted security measures. Appropriate training will be offered to employees and volunteers handling data.

5.4 The Users undertake not to commit any acts that may be contrary to the present Charter, the ToU or generally the law. Offenses against the confidentiality, integrity and availability of computer systems and saved data, processed or transmitted by such systems, or the attempt to commit any of these offenses, are punishable by three months to five years' imprisonment and by a fine of twenty-six euros to two hundred thousand euros or by one of these penalties only.

## **6. COLLECTED INFORMATION**

### **6.1. DATA TRANSMITTED TO IFM-SEI BY ACTIVE INTERVENTION OF USERS**

By browsing the Website, filling out forms on the Website or social networks linked to IFM-SEI, the User allows IFM-SEI to register and maintain, for the purposes mentioned in point 4, the following information:

- Identification data, such as surname and first name, gender, email address, date of birth and contact information
- Personal characteristics: age, gender, civil statues, language, profession, dietary or other requirements related to health and ability
- Electronic identification data, such as IP address and email address
- Banking information, such as bank account numbers, IBAN and BIC/SWIFT codes
- Communications between Users and IFM-SEI
- The additional information requested by IFM-SEI (from the User in order to identify or prevent the person from breaching any of the provisions of the Charter)
- Any other information voluntarily transmitted to IFM-SEI by the User for a determined purpose in the Charter, in the ToU, on/to the Website or on any other communication tool used by IFM-SEI

## **6.2. DATA AUTOMATICALLY TRANSMITTED TO IFM-SEI WHEN CONSULTING THE WEBSITE**

In order to facilitate browsing the Website and optimize technical management, the Website may use "cookies". A "cookie" is a small file containing information saved by a website on the computer. This "cookie" can be retrieved during a subsequent visit to the same website. The "cookie" cannot be read by another website than the one that created it. The Website uses "cookies" for the purposes of good administration of the Website, in particular to save the User's browsing preferences, or to obtain information on the visited pages and the dates and times of visit.

Most "cookies" only work for a session or a single visit. It is also possible for the User to set up his browser to be informed during each creation of "cookie" or to prevent their saving, individually or not. However, disabling cookies may prevent access to certain parts of the Website or making access more difficult.

Subject to the prior consent of the User, the Website may also allow the use of third-party cookies, including the Facebook, Twitter, Instagram. IFM-SEI uses on its Website the social modules of social network providers Facebook, Twitter and Instagram. These social modules establish a direct connection to the server of the social network via the User's browser. The social network provider on which the User has clicked receives information that the User has visited the Website. If the User is registered and identified on the relevant social network, the provider can correlate the profile of the User with the visited Website. The network provider can then establish future interactions. If the User is not registered with the social network, the provider can save the IP address of the User. In order to avoid transferring these data to the social network provider, the User must not click on the button corresponding to the social network.

## **7. RETENTION PERIOD**

IFM-SEI will normally keep the personal data of its Users Personal data are kept for a period of ten years for the human resources and accounting related data and five years for all other data, after the closure of the file. IFM-SEI may also continue to maintain personal data concerning the unsubscribed User, including any correspondence or request or assistance addressed to IFM-SEI, in order to be able to answer any questions or complaints that may be addressed to it, and in order to comply with all applicable laws, in particular the conservation of information on payments (like reimbursements) made.





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## **8. PROCESSING DATA OF MINORS**

8.1 IFM-SEI shall not collect or process any personal data of persons under the age of 18 and persons who do not have full legal capacity, if the following obligations are not fulfilled:

- Consent form by the legal guardian(s), allowing IFM-SEI to collect and process only the personal data provided (taking account the proper implementation of Article 5 and in accordance to Article 6 and 7);
- Only in the case that previous obligation is fulfilled:

Any communication between IFM-SEI and User(s), concerning the personal data of persons under the age of 18 and persons who do not have full legal capacity, must be under maximum security ensuring the full protection of their personal and sensitive data.

8.2 Persons under the age of 18 and persons who do not have full legal capacity are not permitted to communicate their personal data to IFM-SEI.

## **9. APPLICABLE LAW AND COMPETENT JURISDICTION**

9.1 The Charter shall be governed by the Belgian law to the fullest extent permitted by the applicable rules of private international law.

9.2 In the event of a dispute concerning the validity, application, interpretation or enforcement of the Charter, the courts of the judicial district of Brussels (Belgium) shall have exclusive jurisdiction, to the fullest extent permitted by the rules of private international law.

9.3 Before undertaking any legal dispute resolution, the Beneficiary undertakes to resolve the dispute by amicable means by contacting IFM-SEI directly, if necessary by mediation, before resorting to arbitration, litigation, or any other means of dispute resolution.