

## PRIVACY STATEMENT

In the context of the European data protection laws and regulations, we would like to give you the following information about the use of your personal data.

Your personal data is processed by GUBERNA, The Institute for Board Members vzw.

GUBERNA, The Instituut voor Bestuurders vzw  
Koningsstraat 148  
1000 Brussel

Do you have any questions about your data? Contact [privacy@guberna.be](mailto:privacy@guberna.be)

### Who is this privacy statement for?

This privacy statement mainly concerns the processing of the personal data of our current and previous members, customers, prospects and their employees, people that have shown interest in our services and/or people that the Institute of Board Members and its' employees have come into contact with in the context of pursuing its mission and fulfilling its activities.

### Which personal data does the Institute of Board Members process? Why is this information processed?

The Institute for Board Members saves the following personal data: your contact information, for example: last name, first name, prefix, language, professional and/or private e-mail address, professional and/or private telephone number, function within the organisation...

If your employer is a member at the Institute of Board Members or if you are individual member, then we use your data in the context of the services that the Institute for Board Members offers its members.

If you are someone that the Institute of Board Members and its employees have been in contact with in the context of its mission and activities, then we use this data in the context of the mission of the Institute of Board Members or for research purposes.

If you subscribe to our newsletter, an education programme or for one of our events:

- We register your data with your consent, OR
- When we receive your data from third parties, then we use them in the context of the mission of the Institute of Board Members to promote the importance of good governance.

You can easily unsubscribe at any time.

As an employee of an organisation or company that has a contractual relationship with the Institute of Board Members (ex. a supplier, a member, a customer, ...) then we use your data in the context of fulfilling this contractual relationship.

For example, if you contact the Institute of Board Members, requesting information, then we use this information in the context of resolving your request.

When you visit the Institute of Board Members, we use this information in the context of physical safety of the building.

If you visit our website, we can save specific data based on the cookies we place. For more information about these cookies we refer to our cookie policy.

- Information about your professional domain interests: We use this information when you have given consent to receive an invitation for events and education programmes of the Institute of Board Members.
- For the events and education programmes of the Institute of Board Members that you have registered for, we can answer or save feedback that we received from you concerning these events or education programmes in the context of satisfaction research or possible complaints that you may have for us.

The Institute of Board Members may receive information related to you from third parties. We can use this information to contact you for prospection purposes. In addition, we may use information from external parties to improve your personal information, to add information or to keep it up-to-date in creating a marketing profile.

### **What goal does the Institute of Board Members have with this information?**

- If your employer is a member at the Institute of Board Members or if you are an individual member:

Your data is processed because you are contact person/ contact party of the Institute of Board Members. Your data is processed for the organisation of the services that the Institute of Board Members offers to its members such as communication, events, services, research and education programmes in the context of the membership of your organisation or company at the Institute of Board Members.

Your data is also used to inform you about the activities of the Institute for Board Members, about news concerning good governance and about events organised by the Institute of Board Members.

- As a person that the Institute of Board Members comes into contact with in the context of its mission and activities:

Your data is processed in the context of the mission of the Institute of Board members to promote the importance of good governance.

- If you subscribe to our newsletter:

Your data is processed in order to follow up your subscription and possible comments or complaints within this context.

- If you register for one of our events:

The data that you give us in the context of registering for an event is processed:

1. To follow up your registration and possible comments or complaints in this context.
  2. For the general customer management, including processing for accounting, the management of disputes and legal procedures, the recovery or the transfer of debts and the protection of our rights in general.
  3. For certain events the participants of the event receive a simple list of participants with the last name, first name and organisation of the participants.
  4. Your data is also used to inform you about the activities of the Institute of Board Members, for news related to good governance and about events that are organised by the Institute of Board Members.
- If you are an employee of an organisation or company that has a contractual relationship with the Institute of Board Members:

Your data is processed:

1. To follow up your contract and possible comments or complaints in this context.
  2. For general customer and supplier management, including processing for accounting, the management of disputes and legal procedures, the recovery or the transfer of debts and the protection of our rights in general.
- When you visit the website:  
Your data is used to improve your surf experience and combined in anonymous statistics concerning the quality of the website.
  - In certain circumstances we are legally required to process your personal data and/or to share them with applicable authorities or legal bodies.

### **Transferring your personal data with third parties**

Your data is, fundamentally, not transferred to third parties without your consent.

In certain exceptional circumstances we can give your personal information to third parties without your approval. Specifically:

- To subcontractors in the context of activities having to do with the work at the Institute of Board Members;
- To applicable authorities or to legal bodies in the context of legal or regulatory requirements.

### **How long does the Institute for Board Members save my data?**

The Institute for Board Members saves your personal data for 12 months after the moment that your relationship with the Institute for Board members has ended (ex. you are no longer an individual member or employee at an organisation that has a membership at the Institute of Board, you unsubscribe from the newsletter, etc.) except when legal storage durations apply ex. a legal limited period or unless you explicitly ask us to delete your data.

### **Automated decision making**

The Institute for Board Members does not ever solely rely on automated decisions to process personal data.

### **We protect your personal data**

We do our best to protect your personal data as much as possible and to protect your privacy.

We take all technical and organisational measures that are needed.

### **Your rights?**

You can exercise your rights by contacting [privacy@guberna.be](mailto:privacy@guberna.be). You will be asked to confirm your identity.

You can always consult your data.

If your data is incorrect, then you can ask the Institute of Board Members to adjust, add or update them.

Your data is transferable when they are processed with your consent and/or with automated means.

In certain circumstances (as specified by article 17, 18 and 21 of the General Data Protection Regulation) you can refuse the processing of your data by the Institute of Board Members or you can ask the Institute for Board Members to delete your data.

If the processing of your data is based on your consent, you can always retract this consent. Retracting this consent then only applies to the future.

In addition, you can always refer to the Data Protection Authorities with questions or complaints, via [commission@privacycommission.be](mailto:commission@privacycommission.be).

## Changes to this privacy statement

The Institute for Board Members holds the right to adjust this privacy statement at all times, in compliance with the Data Protection Regulations.

*Dat last updated: 2020 03 16*