

Institut des Administrateurs (GUBERNA) ASBL

GUBERNA Education & Services SRL

GUBERNA Payroll Administration AdF

Privacy Statement

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

Your personal data are processed by GUBERNA, consisting of:

- the Belgian Institute for Directors (GUBERNA) VZW/ASBL, registered under KBO/BCE number 0457.363.215
- GUBERNA Education & Services BV/SRL, registered under KBO/BCE number 1017.731.324
- GUBERNA Payroll Administration FV/AdF, registered under KBO/BCE number 1018.796.740

all of which have their headquarters at the following address:

Tour & Taxis - Entrepôt Royal
Avenue du Port 86C, box 318
1000 Bruxelles

Do you have any questions about your data? Contact 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, of people that have shown interest in our services and/or of people that GUBERNA and its employees have come into contact with in the context of pursuing its mission and fulfilling its activities.

Which personal data does GUBERNA process? What is the goal of processing this information?

GUBERNA saves the following personal data:

- Your contact details, for example: surname, first name, title, language, work and/or personal email address, work and/or personal phone number, position within your organisation, ...

If your employer is a member of GUBERNA or if you are an individual member, we use your data in the context of the services that GUBERNA offers its members.

If you are someone that GUBERNA and its employees have been in contact with in the context of its mission and activities, we use your data in the context of the mission of GUBERNA or for research purposes.

If you subscribe to our newsletter, to a training programme or to one of our events:

- we register your data with your consent, OR
- if we receive your data from third parties, we use it in the context of the mission of GUBERNA to promote the importance of good governance.

You can easily unsubscribe at any time.

If you are an employee of an organisation or company that has a contractual relationship with GUBERNA (e.g. a supplier, a member, a customer, ...), we use your data in the context of fulfilling this contractual relationship.

If you contact GUBERNA, requesting information for example, we use this information in the context of resolving your request.

When you visit GUBERNA, we use this information in the context of the 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 interests: we use this information when you have given consent to receive invitations for GUBERNA's events and training programmes.
- For the events and training programmes of GUBERNA that you have registered for, we can register the answers or feedback that we received from you concerning these events or training programmes, in the context of satisfaction surveys or possible complaints that you may have addressed to us.

GUBERNA may receive information about you from third parties. We may use this information to contact you for prospecting purposes.

Additionally, we may also use data from external partners to improve, supplement, or update your personal data or to create a marketing profile.

What is GUBERNA doing with this information?

- If your employer is a member of GUBERNA or if you are an individual member:

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

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

- If you are a person that GUBERNA comes into contact with in the context of its mission and activities:

Your data is processed in the context of the mission of GUBERNA to promote the importance of good governance.

- If you subscribe to our newsletters:

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 events are processed for:

1. Following up your registration and possible comments or complaints in this context.
2. General customer management, including processing for accounting, the management of disputes and legal proceedings, 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 GUBERNA, for news related to good governance and about events that are organised by GUBERNA.

- If you are an employee of an organisation or company that has a contractual relationship with GUBERNA:

Your data is processed:

1. To follow up on 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 proceedings, the recovery or the transfer of debts and the protection of our rights in general.

- When you visit our website:

Your data is used to improve your surfing 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 to 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 of GUBERNA;
- to applicable authorities or to legal bodies in the context of legal or regulatory requirements.

How long does GUBERNA save my data?

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

Automated decision making

For the processing of personal data, GUBERNA never relies solely on automated decision making.

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. You will be asked to prove your identity.

You can always consult your data.

If your data is incorrect, then you can ask GUBERNA to correct, supplement 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 GUBERNA or you can ask GUBERNA to delete your data.

If the processing of your data is based on your consent, you can revoke it at any time. This revocation will only apply going forward.

Additionally, you can always contact the Data Protection Authority (<https://www.gegevensbeschermingsautoriteit.be>) for any questions or complaints at the following address: contact@apd-gba.be.

Changes to this privacy statement

GUBERNA reserves the right to adjust this privacy statement at all times, in compliance with the General Data Protection Regulation.

Latest update: 11 June 2025