# Privacy Policy AICV



Your privacy is very important to us. In this privacy notice you'll learn more about the information we collect when you sign up for our newsletter or ask us to contact you. We'll tell you who we are, why we collect and use your data and your rights as a data subject (that's you).

## Who we are

The AICV Secretariat is located in the Rue de la Loi 221, box 5 in 1040 Brussels, Belgium. For any privacy questions or concerns, your best option is to send an email to <u>aicv@aicv.org</u> or call us at +32 2 234 06 20.

## What data we collect

When you are contacting us through the contact form, we ask for your first name, last name and email address. When you register for our quarterly newsletter we ask for your email address. For memberships and payments we ask for your first name, last name, email address, VAT number and office address.

## Why we collect your data

For the Newsletter, we will use the personal data you give us, based on your consent, to send you our newsletter, and to personalize it. You can withdraw your consent at any time – every newsletter sent will contain an unsubscribe link. Personal data collected through the contact form will be used to deliver the information requested.

### Where we keep your data

Your information is stored in a secured database and will never be shared with any third parties (unless required by law), nor are we using your data to make automated decisions that might affect you. Your information is kept for as long as you continue to consent to receive our newsletter /to be a member.

## Your rights

As a reminder – you have the right to...

- ... know what data AICV holds about you;
- ... ask us to rectify your data if it is inaccurate;
- ... ask for your personal data to be erased;
- ... ask for a copy of your data;
- ... ask AICV to stop using your data;

## Still have a complaint?

Should you, despite our efforts, still have a complaint about AIJN's use of your personal data, simply call or email us, or contact Belgium's DPA directly: Commission for the protection of privacy Rue de la Presse 35, 1000 Brussels, +32 2 274 48 00 <u>commission@privacycommission.be</u>