

# CEEP: DATA PRIVACY STATEMENT

CEEP is committed to respecting and protecting your privacy. We comply with the European Data Protection Regulation (EU 2016/679) and the local laws applicable in the various countries in which we operate.

We control the collection and processing of personal data that you provide to us in relation to this website.

## Personal data we collect

"Personal data" is any information that relates to you and that identifies you either directly from that information or indirectly, by reference to other information that we have access to. The personal data that we collect, and how we collect it, depends upon how you interact with us. Categories of personal data that we collect include:

- a name and surname;
- a home address;
- an email address such as name.surname@company.com;
- an identification card number, its issue/expiration date ;
- location data (for example the location data function on a mobile phone);
- an Internet Protocol (IP) address;

We collect personal data directly from you as follows:

- When we do business together, we collect your contact information.
- When you register to attend one of our events, we will ask you to provide your contact, guest and other relevant information including meal preferences.
- When you subscribe to our newsletter by our website we collect information about your visit
- When you apply for a job with us we will ask you for information relevant to your application.

If you provide information to us about another person, you must ensure that you comply with any legal obligations that may apply to your provision of the information to us, and to allow us, where necessary, to share that information with our service providers.

In some circumstances we may also receive information from:

- our business partners, when we handle personal data on their behalf
- regulatory bodies
- credit reference agencies
- other companies providing services to us
- publicly available sources of information.
- Google Analytics, a web analytics service provided by Google, Inc. ("Google") whose servers are in the United States of America. Google Analytics uses cookies to help us analyse how users use our site

## **How we use your personal data**

We will only use your personal data fairly and where we have a lawful reason to do so.

We are allowed to use your personal data if we have your consent or another legally permitted reason applies. These include to fulfil a contract with you, when we have a legal duty to comply with, or when it is in our legitimate business interest to use your personal data. We can only rely on our legitimate business interest, if it is fair and reasonable to do so.

## **Sharing of your personal data**

We treat your personal data with respect and do not share it with third parties except as described below:

- We may disclose your personal data to other CEEP entities for the purpose of our internal business processes (such as administration and accounting) and for other legitimate purposes (such as doing business with you).
- We may disclose personal data relating to our clients, their employees and agents to other consultants or experts engaged in a matter.
- We may share personal data with our suppliers and service providers including event organisers and partners and document production and management services.
- We may share personal information when necessary with law enforcement and regulatory authorities.
- We may also share your personal data when you have consented to us doing so.

We will only transfer your personal data outside of the European region under the following circumstances:

- where the transfer is to a country or other territory which has been assessed by the European Commission (or an equivalent UK body) as ensuring an adequate level of protection for personal data
- with your consent or
- on the basis that the transfer is compliant with the GDPR and other applicable laws.

## **Protection of your personal data**

We protect your personal data and implement appropriate technical and organisational security measures to protect it against any unauthorised or unlawful processing and against any accidental loss, destruction, or damage.

We are neither obliged to appoint a data protection officer nor decided voluntarily to appoint one.

## **Keeping of your personal data**

We only keep your personal data for as long as is necessary to fulfil the purpose for which we collected it, or to comply with any legal, regulatory or reporting obligations or to assert or defend against legal claims.

## Your rights

You have the following rights in relation to your personal data:

- you can require us to update or correct any inaccurate personal data, or to complete any incomplete personal data, concerning you. Please let us know if any of your information changes so that we can keep it accurate and up to date;
- you can require us to stop processing your information for direct marketing purposes; if you withdraw your consent, we may not be able to provide certain products or services to you; and
- you have the right to object to our use of your personal data more generally.

You may also have the right, in certain circumstances to:

- be provided with a copy of any personal data that we hold about you, with certain related information. There are exceptions to this right; for example, where information is legally privileged or if providing you with the information would reveal personal data about another person;
- to require us, without undue delay, to delete your personal data;
- to "restrict" our use of your information, so that it can only continue subject to restrictions; and
- to require personal data which you have provided to us and which are processed by using automated means, based on your consent or the performance of a contract with you, to be provided to you in machine readable format so that they can be "ported" to a replacement service provider.

You can exercise the above rights, where applicable by contacting us. We will require you to provide satisfactory proof of your identity in order to ensure that your rights are respected and protected. This is to ensure that your personal data is disclosed only to you.

You have a right to make complains with the relevant data protection authority. Contact details of authorities in Belgium are as follows:

### **Belgium:**

#### **Commission de la protection de la vie privée**

Rue de la Presse

1000 Bruxelles

Tel. +32 2 274 48 00

Fax +32 2 274 48 10

e-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)

Website: <http://www.privacycommission.be/>

*[List of data protection authorities within the European Union is available under the following link [http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.ht](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.ht)]*

If you have any queries regarding the protection of your personal data, please contact us at [brussels@ceep.be](mailto:brussels@ceep.be) or send a written request to one of our office: Rue Froissart 123-133, 1040 Brussels, Belgium.