

Personal data protection statement

This privacy statement provides detailed information about our protection measures for data of a personal nature provided by you when registering for conferences organised by MERI. MERI is a department of the Public Planning Service Science Policy (“**Belspo**”, “**we**”). The purpose of this document is to inform you about which data of a personal nature (hereinafter referred to as “personal data”) are used, why we use them, how long we keep them, and how you can adjust your preferences.

Belspo is data controller for processing your personal data within the boundaries of this statement.

Your personal data are processed in accordance with the European Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (entered into force on 25 May 2018) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR). Furthermore, your data will be processed conform to the Belgian law of 30/07/2018 on the protection of privacy with regard to the processing of personal data.

1. The purposes and legal basis for the processing of personal data

Personal data are collected and processed in order to be able to provide the service you request, namely participation in a conference or sending documents via e-mail linked to this event.

Your personal data will not be used for automated decision-making including profiling.

Belspo justifies the use of your personal data by the consent you have given for the processing of these data.

2. Types of data processed

Belspo collects and uses only personal data that are necessary for the purposes stated above, under point 1. We process the following categories of data:

- **contact information:** your e-mail address, your last name and your first name
- **other data:** your employer
- **personal details:** the language in which you subscribed, and the date and hour of subscription

3. How do we collect your personal data?

Data are directly obtained from you when you subscribe to a MERI event using the related online form.

4. Cookies

Cookies are small information files that are automatically recorded by your browser on your computer or mobile device, such as your choice of language on a website. For more information on how our website uses cookies, please consult our cookies policy.

5. Who does Belspo share your personal data with?

Your personal data are treated as confidential by BELSPO and will only be used in the context of the objectives listed earlier. Belspo will not disclose personal data to third parties for direct marketing purposes.

In this specific case, Belspo does not rely on external service providers and no transfer of data outside the European Union will be carried out.

6. Storage duration

The personal data are stored no longer than needed for the purposes for which they are processed, namely the organization of events planned by the MERI. One month after the event, personal data are deleted.

You always have the possibility to unsubscribe, in which case your data are deleted after unsubscribing. In case an investigation is underway, the data will be retained for the time necessary to complete the investigation.

7. Security

Belspo guarantees the security (integrity and confidentiality) of your personal data. It is protected against loss, unauthorised access, use, and change.

To this end, Belspo uses security methods and procedures that we will not describe in detail here for security reasons.

Please note that appropriate physical, technical, and organisational measures are taken to guarantee a level of security appropriate to the risks involved.

8. What are your rights and how can you exercise them?

Right to access

You can obtain information related to the processing of your personal data, as well as a copy of your personal data.

Right to change your data

When you consider that your personal data are inaccurate or incomplete, you can demand that they are modified accordingly.

Right to object

You can object to the processing of your personal data under certain conditions.

Right to erase

You can demand the deletion of your personal data under certain conditions.

Right to restrict the processing of your data

You can request the restriction of the processing of your personal data when you exercise your right of objection, when you consider that your personal data are inaccurate, when their treatment is unlawful, or when you need it for the establishment, exercise or defense of your legal rights.

Right to withdraw your consent

When you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time. This right is exercised without prejudice to Belspo to invoke other legal bases justifying and making necessary the processing.

Your request will be processed within 30 calendar days. If your request is complex or if our department has to deal with a large number of requests, this period may be extended up to 60 days.

Please send an e-mail or letter to our Data Protection Officer along with a scanned or paper copy of your identity document containing your signature to the following address in order to exercise your rights.

By e-mail:

dpo@belspo.be

By post:

PPS Science Policy
Data Protection Officer - Chairman's Services
WTC III
Simon Bolivarlaan 30 Boulevard Simon Bolivar box 7
B-1000 Brussels

9. Complaints

If you consider that the PPS Science Policy has not processed your personal data in accordance with the applicable regulations, you have the right to file a complaint with the Data Protection Authority.

Data Protection Authority

Rue de la Presse 35
1000 Brussels
E-mail: contact@apd-gba.be

10. Contact

Should you need more information about our data protection policy, please contact our data protection officer:

By e-mail: dpo@belspo.be

By post:

Public Planning Service Science Policy
Data Protection Officer - Chairman's Services
WTC III
Simon Bolivarlaan 30 Boulevard Simon Bolivar
B-1000 Brussels

11. Update of this personal data protection statement

This privacy statement may be updated: the latest version of this statement is the one available online (meri.belspo.be – under the heading Events) or on demand.