

## Déclaration sur la protection des données à caractère personnel de la FETBB (RGPD)

Afin de se conformer à la nouvelle législation européenne intitulée « Règlement général sur la protection des données » (ci-après le RGPD), la FETBB analyse actuellement l'ensemble des « données à caractère personnel » qu'elle détient, à savoir toute information se rapportant à une personne physique identifiée ou identifiable (employés, représentants des organisations membres, participants aux réunions, fournisseurs de biens et prestataires de services) et toute autre donnée à caractère personnel que la FETBB est susceptible d'avoir reçue dans le cadre de toute coopération et des accords conclus.

Les activités de la FETBB dans le cadre de sa mise en conformité avec le RGPD incluent à ce jour :

- l'élaboration d'une politique et de procédures spécifiques pour répondre aux obligations imposées par le RGPD. La Politique de protection des données sera publiée sur le site Internet de la FETBB pour consultation.
- la collecte et la localisation de toutes les données à caractère personnel reçues par la FETBB dans le cadre de ses activités afin d'en élaborer un registre.
- le déploiement d'un logiciel pour protéger, de manière optimale, les données des entreprises.
- la création d'une adresse e-mail distincte pour toutes les interactions liées au RGPD.
- la révision des politiques, des procédures et des contrats afin de se conformer aux dispositions du RGPD.
- une communication interne et externe sur les mesures prises par la FETBB au titre du RGPD : sensibilisation du personnel de la FETBB, courrier aux interlocuteurs dans le cadre du RGPD.
- une analyse des relations avec les fournisseurs et les membres dans le cadre du RGPD.
- tous les employés de la FETBB recevront des informations concernant le RGPD et les conséquences éventuelles de son non-respect.

Toutes les données à caractère personnel des personnes physiques (telles que définies ci-dessus) transmises à la FETBB dans le cadre de ses activités doivent être traitées conformément aux règles de base du Règlement général sur la protection des données (RGPD) : ces données ne peuvent être utilisées que conformément à une finalité spécifique (confidentielle et de manière loyale sans abus), les données doivent être exactes et, si cela s'avère nécessaire (sur demande), doivent être corrigées et doivent être conservées en toute sécurité et pas plus longtemps que nécessaire. Toutes les personnes physiques ont le droit d'y accéder, de les rectifier, de demander leur effacement et de s'opposer à leur traitement.

Les questions et les commentaires concernant le RGPD peuvent être envoyés à [gdpr@efbh.be](mailto:gdpr@efbh.be) et seront gérés et traités de manière confidentielle.



## PRIVACY POLICY of the EFBWW

### 1. Introduction and general terms

The European Federation of Building and Woodworkers (EFBWW) is a European trade union (de facto organisation) registered in Belgium under company number BE 0891.295.980.

This privacy policy relates to personal information obtained by the EFBWW from third parties via email, via telephone, via letter, by registration to its activities, via the websites, by personal interest in our work and our organisation or any other way in which third parties may become interested or involved in our organisation and its activities.

This privacy policy explains what kind of information we collect, the reason for the processing, the way in which we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to inspect, correct, block, delete, etc.).

The EFBWW is committed to protecting and respecting your privacy. As we collect and further process personal data on different levels (staff, participants of meetings, bank data for reimbursements of costs, cooperation with external bodies, suppliers, etc.) the European GDPR regulation regarding the protection of personal data is applicable.

This privacy policy concerns all activities of the EFBWW (internal and external) processed by the EFBWW secretariat: its relation to staff (including interns), the organisation of all meetings, its cooperation partnerships, its IT support, its websites, its suppliers, etc.

The EFBWW is committed to safeguarding your personal information. Whenever you provide us with information we are legally obliged to use, process, keep this information in line with the existing Belgian and European privacy legislation.

However, with regard to the EFBWW websites, these contain links to websites that are owned and operated by third parties. These third party websites will have their own privacy policies. Before submitting any personal information to third party websites it is advisable to check their privacy policies first. The EFBWW cannot be held responsible or liable for the privacy practices of third party websites.



## 2. Why do we process your data?

The EFBWW collects and uses personal information for different purposes (depending on the circumstances under which the information was collected):

- To recruit and employ staff, interns, trainees (in these cases a separate internal privacy policy is applicable!)
- To contact and inform the EFBWW member organisations and their representatives
- To organise and manage meetings: participants' registrations, reimbursement forms, ...
- To manage and process EU projects
- To contact external providers and suppliers
- To contact and cooperate with other national, European and international trade union organisations
- To cooperate with third parties
- To contact and inform those who show interest in the EFBWW work or any of its specific activities and websites
- For legal purposes

## 3. Which data do we collect and process?

The personal data collected and further processed (depending on the specific purpose) can include, but is not limited to:

- Name and surname
- Email address
- Postal address
- Telephone numbers (mobile and landline)
- Organisation name, address and country + contact details
- Nationality
- Banking data (for the reimbursement of costs): account number, IBAN, BIC, name of the account holder, name and address of the bank)

By providing us with your personal information, you enable the EFBWW to process this information in line with the specific purposes this information was collected for and to provide you with any further information, services, activities that may be required by you.



#### 4. How long do we keep your data?

The EFBWW only keeps the data for the time necessary to fulfil the purpose of collection or further processing.

Personal data are kept as long as necessary in line with the purpose for which these were collected and processed, and as long as may be required by Belgian law and (in case of EU projects) by EU regulations.

#### 5. How do we protect your data?

All data in electronic format (e-mails, documents, participation lists, contact lists, etc.) are stored as a general rule on the server of the EFBWW. They may also be stored on the EFBWW personal computers used by staff only, secured by specific passwords. The EFBWW server and technical equipment is secured by software and all other possible measures against possible external intruders, with the aim to optimally secure EFBWW data.

The computers, server and paper files used to store personal identifiable information are kept in a safe environment.

The EFBWW staff is bound by specific internal privacy regulations for any processing operations of your data on behalf of the EFBWW, and by confidentiality obligations.

The EFBWW collects, uses and processes personal data only for the purposes for which these were obtained (listed under point 2). In this framework, the personal data may be shared with associated organisations, or other selected parties involved in the processing of these data. This can only happen under the EFBWW supervision and instruction and only within the framework of the specific purpose.

The EFBWW does not share, transfer or sell these personal data to third parties for marketing purposes or any other external purpose that is not related to the EFBWW core activities.

The EFBWW will take all possible steps to ensure that your data are treated securely and in accordance with the GDPR privacy rules.



## 6. Who has access to your data and to whom is it disclosed?

Access to your data is provided to authorised EFBWW staff according to the “need to know” and “fit-for-purpose” principle. EFBWW staff abide by statutory and confidentiality agreements and regulations.

The personal information of members and their representatives, participants, other EFBWW contacts, that the EFBWW has obtained under the purposes (as listed under point 2) can be made accessible, if need be, to EFBWW members and contacts in the framework of these specific purposes:

- Information (mainly names, telephone numbers, email addresses, organisations) of participants, experts attending to the meetings representing their organisation. This information is needed and can be used for access control purpose by security guards to the meeting venues. This data will also be visible to the staff of the Service assigned to this specific meeting in the meeting venue.
- Information (names, organisation) on participants, experts, attending to the meetings representing their organisations, which is needed and used for reporting purposes. A list of participants may be added to the minutes and reports of meetings.
- participants/experts of invited organisations will be able to see each other's name and surname at the meetings and in the reports and documents
- Information can be made accessible to the European institutions in the framework of EU projects managed by the EFBWW or by its associate project partners
- Information can be made accessible to EFBWW associates in the framework of national, European and international trade union cooperation
- Bank details are provided to our bank in the framework of reimbursement of costs
- Technical IT service provider will have access to the EFBWW system data to solve possible technical issues.

Transfer of personal data to third parties outside the EFBWW core activity is not permitted.



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

The accuracy of your personal data is very important to the EFBWW. The EFBWW wants to communicate with you in a correct way, and to provide you with information and services that are of interest to you.

Under the GDPR Regulation you are entitled to inspect your personal data and correct and/or delete personal information in case the information is inaccurate or incomplete. You can at all times decide to opt out.

You can exercise your rights by contacting the EFBWW or in case of conflict, the Privacy Commission in Belgium as indicated at point 8 below.

## 8. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the EFBWW using the following contact information:

EFBWW : [gdpr@efbh.be](mailto:gdpr@efbh.be)

Belgian Privacy Commission: <https://www.privacycommission.be>

All questions or comments relating to GDPR and the privacy of your personal data will be handled and answered confidentially.

## 9. Changes to the Privacy Policy? Where to find more detailed information?

The EFBWW may update this Privacy Policy at any time when deemed necessary for internal or legal reasons.

For more information regarding your personal data and the EFBWW privacy rules you can always contact the EFBWW secretariat at:

📍 : EFBWW/ GDPR, Rue Royale 45/1, 1000 Brussels, Belgium

☎ : 00-32-2-227.10.42

💻 : [info@efbh.be](mailto:info@efbh.be) or [gdpr@efbh.be](mailto:gdpr@efbh.be)

[www.efbh.org](http://www.efbh.org)