

## **Declaration of the association *Les découvertes de Comblain* relating to the protection of privacy**

The association *Les découvertes de Comblain* complies with the legislation on the protection of privacy.

### **How does the association collect personal data?**

Collects only the personal data communicated to it by you or by third parties, as part of a requested service (e.g. a reservation).

### **What personal data does the association process?**

The association collects only personal data necessary for the performance of a service that you request (or that is requested by a third party).

### **When and why does the association process personal data?**

The association only processes this data in certain cases:

- if you have expressly given permission; or
- if their processing is necessary for a service that you have asked to provide (eg your address for sending a publication or your bank account number for making a payment); or
- if their treatment is necessary for the operation of the network in *Découvertes Nature et Tourisme en Ourthe-Vesdre-Ambève*.

### **How does the association process personal data?**

Sensitive personal data (e.g. health information or a bank account number) and data of minors are always treated confidentially and are not never disclosed.

Your data is only used according to the service you request:

- if you subscribe for example to one or more newsletters, we use your data only to send them to you. Each newsletter gives you the opportunity to unsubscribe; or
- if you register for one of our activities (school activities, guided walk, training, internship ...) we use your data only to send you information relating to it. We never share your details with third parties for commercial purposes; or
- if you or your association is part of the network *Découvertes Nature et Tourisme en Ourthe-Vesdre-Ambève*, we use your data to manage and promote it (eg dissemination of activities in the media, communication with local players, reports activity).

## **How long does the Asbl keep personal data?**

If you order a publication, we keep your data only for the time necessary for the proper performance of this service.

If you register for one of our activities, we keep your data for a period of 5 years in order to facilitate subsequent contacts. This deadline is also required for data linked to the network *Découvertes Nature et Tourisme en Ourthe-Vesdre-Amblève*

Data linked to an accounting transaction is kept for a period of 7 years. For this part of our activity, we attach the services of the Accounting and Tax Office Christian Haot (Rue de la Station, 8 –4180 Hamoir).

The association can also decide to collect certain data accumulated over the longer term, in order to assess and adapt its own functioning (eg data of geographic origin, information medium). No individual identification is required.

## **Does the association keep my personal data secure?**

Your data is treated securely. That is why we use different technologies and security measures to properly protect your data against unauthorized access, use, loss or disclosure. If necessary, these technologies and measures are tested and adapted at regular intervals.

## **What can I personally do with regard to my personal data?**

You have the right:

- to consult your personal data processed by the Asbl;
- to request the correction or deletion of inaccurate or incomplete data; obtain a copy; • limit its use to certain specific actions or situations;
- be forgotten, that is, see all of your data deleted from our database.

These requests, please contact us only via the following address: [privacy@decouvertes.be](mailto:privacy@decouvertes.be)

If you believe that your data is being processed incorrectly, you can file a complaint with the Commission for the protection of privacy.

## **If you have any other questions or comments?**

Send an e-mail to: [privacy@decouvertes.be](mailto:privacy@decouvertes.be)