

PRIVACY STATEMENT

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1. General

Protection of personal data – Privacy statement – The Shift VZW with registered offices at Hoogstraat 139, 1000 Brussels, registered under number 0628.927 412.

We manage the websites www.theshift.be and www.generation-t.be

The protection of your personal data (and ensuring your privacy is respected) is very important to THE SHIFT VZW.

In this privacy statement, we aim to provide clear and transparent information about which data we collect and how we handle personal data. We do everything we can to guarantee your privacy and we therefore handle personal data carefully. THE SHIFT VZW aligns its policy in all cases with the applicable laws and regulations, including the General Data Protection Regulation.

As THE SHIFT VZW, we are responsible for the processing of your personal data. If, after reading our privacy statement or in a general sense, you have questions about this or wish to contact us, you can do this using the contact details below.

THE SHIFT VZW. Hoogstraat 139, 1000 Brussels - +32(0)2 503 54 18 - hi@theshift.be

2. Processing of personal data

2.1. Why and for how long do we process personal data?

Your personal data is processed by THE SHIFT VZW for the following purposes and on the following legal grounds:

WHY	WHICH DATA	SOURCE	LEGAL GROUNDS	STORAGE PERIOD
MEMBERS: registration, communication and guidance	Name, (work) email, role, (work) telephone number, employer	Person concerned (via website or Member Relations Manager)	Performance of agreement	Until the end of the employer's membership or change of employer
ACTIVITIES: practical organisation of the activity	Name, email, organisation, telephone number, The Shift membership status	Person concerned (via website)	Permission of person concerned	Max. 5 years after last participation in activity
NEWSLETTER: communication	Name, email, employer (optional)	Person concerned (via website)	Permission of person concerned	Until permission withdrawn by person concerned
MAKING CONNECTIONS (Gen-T)	Name, email	Person concerned (via website)	Permission of person concerned	Until permission withdrawn by person concerned

We only use the data collected for the purposes for which we received the data.

2.2. Provision to processors

We may pass the data that you provide to us to third parties, if this is necessary to perform the objectives described above.

We make use of a third party for:

- provision of the internet environment (web hosting of www.theshift.be and www.generation-t.be)
- provision of the IT infrastructure (CRM, data server)
- provision and distribution of newsletters and invitations
- We never pass personal data to parties with which we have not signed a processor agreement or who do not work in accordance with the GDPR regulations.

Of course we make the necessary agreements with these parties (processors) to guarantee the security of your personal data. Some of these parties are based outside the EU, but do observe European privacy legislation.

Beyond this, we will not pass the data that you provide to third parties, except where this is legally required and permitted. An example of this is that the police request (personal) data from us in relation to an enquiry. In this case, we must cooperate and are therefore obliged to provide this data.

We can also share your personal data with third parties if you give us (written) permission for this. You are entitled to withdraw this permission at any time, without this detracting from the legality of the processing before the withdrawal.

3. Security of the data

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing. We have taken the following measures, for example:

- All persons who may have access to personal data on behalf of THE SHIFT VZW, are obliged to keep this confidential
- We use a username and password on all our systems
- We make back-ups of the personal data in order to restore this in the event of physical or technical incidents
- We test and evaluate our measures regularly
- Our employees are informed on the importance of the protection of personal data.

4. Your rights regarding your data

4.1. Access, correction and deletion

You have the right to access and the right to correct or delete the personal data we have received from you. Contact us via hi@theshift.be to exercise your right. In order to prevent misuse, we can ask you to identify yourself adequately in this case.

You can also object to the processing of your personal data (or part of this) by us or by one of our processors.

You also have the right to have your data transferred by us to you or directly to another party at your request. We can ask you to identify yourself before we can meet the above requests.

4.2. Complaints

If you have a complaint about the processing of your personal data, please contact us directly about this. You always have the right to submit a complaint to the Privacy Commission, this is the supervisory authority in the area of privacy protection.

5. Changes to privacy statement

THE SHIFT VZW may change its privacy statement. We will announce these changes on our website. The latest change took place on 25 May 2018.