

European Kidney Health Alliance

Data Protection Policy

June 2020



The European Kidney Health Alliance (EKHA) is committed to processing data in accordance with its responsibilities under the provisions of the Belgian Law of 30 July 2018 and the EU Regulation 2016/679 on data protection (GDPR).

Please note that your personal data will be processed by the Data Controller & the Data processor.

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1. DEFINITIONS

The following definitions are given for the sake of clarity:

“GDPR” means *General Data Protection Regulation*

“Processing” means *any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.*

“Personal Data” means *any information relating to an identified, or identifiable, natural person (the “Data Subject”). An identifiable natural person is a person who can be identified, directly or indirectly by reference of an identifier such as: a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*

“Data subject” *Data subject is any identified or identifiable natural person, whose personal data is processed by the controller responsible for the processing.*

“Controller” *designates the person who has to comply with almost all of the obligations imposed by the Privacy Act. In case of difficulties, controllers are responsible.*

“Processor” *This is any natural person, legal person, un-associated organisation or public authority processing data on behalf of the controller, except for individuals who are under the direct authority of the controller and who have been authorised to process the data.*

2. DATA CONTROLLER AND DATA PROCESSOR

DATA CONTROLLER;

European Kidney Health Alliance (EKHA)

Registered Office

Rue du Luxembourg 22-24, 1000 Brussels, Belgium

Tel: +32 2 213 13 00

info@ekha.eu

www.ekha.eu

DATA PROCESSOR

Interel

Registered Office

Rue du Luxembourg 22-24, 1000 Brussels, Belgium

Tel: +32 2 213 13 00

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3. DATA PROTECTION PRINCIPLES

EKHA is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

4. DATA SUBJECTS:

- Members
- Partners
- Business contacts
- Collaborators
- Event delegates
- Suppliers

5. PURPOSES OF THE DATA PROCESSING

In order to fulfil its purpose and deliver value to its members, EKHA collects and processes certain information from its members, partners, business contacts, collaborators, event delegates and other stakeholders in the field of activity of EKHA. We collect this information for contractual reasons (i.e. of members and suppliers), or to fulfil the legitimate interests of the association.

6. DATA PROVISION METHOD

- Electronic forms
- Emails
- Telephone
- Verbal
- Online

7. CATEGORIES OF DATA PROCESSED

We may collect data from you during the following interactions:

1. Information acquired/provided through our website or websites of our member organisations, or data processors. This may include information provided at the time of registering for events, subscribing to services such as newsletters or briefings, participating in discussion boards, posting material or requesting further information. We may also collect information when you respond to a survey and/or when you report a problem.
2. Information acquired/provided through correspondence. If you contact us, we may keep a record of that correspondence, including your contact data.
3. Information acquired/provided when entering into a formal or informal contractual relationship with us – e.g. by becoming a member, joining an event, project or working group, or by offering or providing services to us or our members.

This data may include:

- Contact information, such as name, address, contact telephone number, email address
- Browsing information, such as IP address, session time
- In case of contracts and purchases: payment information, such as bank account details or credit card information
- In case of content collaborations or member profiles: identification data, such as photographs or biographies

8. NATURE OF PROVISION OF DATA

This form of processing is covered by the legitimate processing operations mentioned in Article 6 (1B) of Regulation (EU) 2016/679 on data protection

9. DATA STORAGE / ARCHIVING/REMOVAL

Information and records relating to service users will be stored securely and will only be accessible to authorised staff. Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately

EKHA will ensure that personal data is kept for no longer than necessary, EKHA shall put in place an archiving policy for each area in which personal data is processed and review this process annually.

The archiving policy shall consider what data should/must be retained, for how long, and why.

10. PERSONAL DATA PROCESSING TOOLS AND LOGIC

With respect to the purposes referred to herein, processing takes place with the help of manual, IT and electronic instruments with logics strictly correlated with the above-mentioned purposes and, in any event, in such a manner so as to guarantee the security and confidentiality of said data.

11. PERSONAL DATA RECIPIENT

- Authorised personnel of EKHA
- Customers, agents, software technicians, consultants we use to fulfil our obligations with regard to pre-contractual, tax and accounting matters.
- All of the external parties listed operate as properly appointed External Data Processors.

12. REFUSAL OF DATA PROCESSING

Refusal to provide personal data or objection to its processing, which is a right of the data subject, will result in the impossibility of any relationship.

The data subject may object to the processing, using the contact details

13. RIGHTS OF THE DATA SUBJECT

- You have the right to be informed about how your personal information is being used
- You have the right to request access to your personal data from the Data Controller, using the contact information provided above.
- You have the right to request the rectification/erasure/limitation of your personal data from the Data Controller, using the contact information provided above.
- You have the right to contact the Data Controller to object to the processing, using the contact information provided above.

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- You have the right to receive the full list of Data Processors (internal and external) using the data controller contact information provided above.
- You have the right to object to certain automated decision-making processes using your personal information.

All these rights can be exercised by contacting the company using the Data Controller contact information on the page 2.

Right to complain to a supervisory authority:

You may submit a complaint to a supervisory authority, such as the Belgian Data Protection Authority (<https://www.dataprotectionauthority.be>).

14. TRANSFER OF DATA ABROAD

Data is transferred abroad on the basis of an adequacy decision (Article 45 of EU Regulation 2016/679 on data protection), and as regards the US, in compliance with the Europe-United States PRIVACY SHIELD agreement which governs electronic data flows.

As concerns the transfer of personal data to Swiss companies, adequacy arises from European Commission Decision no. 2000/518/EC as amended by European Commission Implementing Decision (EU) 2016/2295 of 16 December 2016.

15. MONITORING & REVIEW

This policy was last updated on 17 June 2020 and shall be regularly monitored and reviewed, at least every two years.