

Terms and Conditions for the Processing of Personal Data

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Terms and Conditions for the processing of personal data by BioWin

BioWin attaches the utmost importance to the confidentiality of your personal data. We intend to process your personal data in a lawful, fair and transparent manner. In this confidentiality statement, we explain which personal data concerning you as a natural person are processed by BioWin and for which purposes. We also provide detailed explanations on your rights to guarantee and, where possible, improve the protection of your privacy.

1. Who are we?

Your data are processed by BioWin asbl, a non-profit association having its registered office at 20 Rue Auguste Piccard, 6041 Gosselies, registered in the Crossroads Bank for Enterprises (central business register) under number 0882.768.591.

If you have any questions and/or want more information, you can always contact us by sending an e-mail to: contact@biowin.org

2. What are the personal data we collect and what does BioWin do with your data?

The data collected by BioWin are professional contact details.

BioWin does not collect nor store special categories of personal data within the meaning of Article 9 of the GDPR, i.e. data relating to racial or ethnic origin, political opinions, religious or philosophical convictions, trade union affiliation, genetic or biometric data, or data relating to health, lifestyle or sexual orientation.

BioWin does not proceed to the automated processing of personal data.

2.1. Data we collect directly

- Persons who have a director's mandate in BioWin:
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.
 - Your identification data: national number, copy of identity card, home address, etc.
 - Your data from activities carried out under your mandate: attendance list, votes, etc.
 - BioWin collects such data in general for the proper management of the non-profit association, and to comply with the legal requirements in force concerning the disclosure of the association's acts, particularly in the *Moniteur Belge* [Belgian Official Gazette]. Your contact details are also used so that we can contact you in connection with the services offered by BioWin: preparation of and support for projects, advice, sectoral information, notes to members, workgroups, information relating to events,

expertise centre, etc. The basis cited is that the processing is necessary for compliance with a legal requirement.

- Staff of a BioWin member:
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.
 - Your data from activities carried out in the relations with BioWin: professional expertise, attendance of meetings, etc.
 - BioWin collects these data in connection with the services it provides its members: preparation of and support for projects, advice, information, notes to members, workgroups, information relating to events, expertise, centre, etc. The basis cited is that the processing is necessary for the legitimate interests of BioWin, i.e. the proper administrative management of the non-profit association.

- Persons with whom BioWin comes into contact in performing its mission and its activities (ministers, chiefs of staff, professors, other academic staff, trade unions, public authorities, peripheral organizations, media contacts, etc.);
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.
 - Your data from activities exercised in the relations with BioWin: attendance of meetings, minutes, etc.
 - BioWin collects these data in performing its mission and activities, in particular those relating to represent/defend optimally the interests of its members in certain technical and economic matters. The basis for the processing is the legitimate interest of BioWin, i.e. to strengthen the competitiveness and international visibility of Wallonia in the health sector through the development of knowledge, technologies and products that generate growth and jobs.

- Persons who subscribe to the Newsletter or one of the events organized by BioWin:
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.
 - In this connection, BioWin records your data with your explicit consent.

- Contact persons of companies with which BioWin has concluded a contract to provide certain services (suppliers: IT, social secretariat, printer, etc.):
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.
 - BioWin collects these data which are necessary in the legitimate interest of BioWin, i.e. to optimize relations and communication with the suppliers for the proper technical, administrative and financial management of the non-profit association.

- People who contact BioWin directly with a view to affiliation or prospects:
 - Your contact details: last name, first name, sex, language, e-mail address, telephone number, title.

- When you send an e-mail to BioWin to become a member or when you complete the information sheet via the website and/or send us this form, we record your data in our database in anticipation of the final affiliation procedure. BioWin invokes here also the legitimate basis for the performance of pre-contractual measures needed to conclude the contract.
 - If you leave a business card, you will also be entered in our database. The basis for the processing is legitimate interest in this case.
 - The potential members that BioWin contacts itself are registered in the database so that information can be sent to them on possibly joining the association. The basis invoked here is also legitimate interest.
- When you visit our website (www.biowin.org) :
- Certain data based on cookies are placed on the website.
 - What is a cookie? Cookies are small text files which are stored on your computer or your mobile device when you visit a website or use an application. The cookie file is used to recognize your browser when you visit a website and during subsequent visits to that website. Cookies can be placed by the server of the website or by the application you consult, but also by the servers of third parties which cooperate with this website or this application. You can refuse or manage the installation of cookies through your browser settings. You can also delete at all times cookies already installed on your computer or mobile device.
 - Which cookies are used on our website? Our website uses functional (essentially temporary) cookies to enable and/or simplify the use of the website. You can deactivate cookies through your computer but that may have a negative effect on how our website functions. As soon as you close or exit your computer or application, these cookies are deleted.
 - Third-party cookies are cookies installed and managed by a third party (e.g. YouTube, Twitter, Facebook, Vimeo, ...). When you visit or use our website, certain data are sent to third parties on account of third-party cookies. We refer you to the statements that such third parties post on their own website: Facebook, Twitter, Google/YouTube, Vimeo, ... Attention: these statements are subject to change on a regular basis.
 - Google cookies are also installed via our website as part of the Google Analytics service. We use this service to obtain reports on the way surfers use the website (which pages are consulted, at what frequency, etc.). The data are anonymized so that your IP address cannot be retraced and information is not linked for instance to your name, address, e-mail address and the like.

2.2. Public data and data we collect indirectly

BioWin at times processes data accessible to the public.

These may include in particular:

- Data published by virtue of a legal obligation, such as your appointment as a director of a company;

- Data accessible via public databases, such as the *Crossroads Bank for Enterprises*;
- Data that you have made public yourself, such as information posted on your website;
- Data which were disclosed through the press.

BioWin receives information concerning you from third parties.

BioWin may use this information to contact you for canvassing purposes.

2.3. Data which you submit spontaneously may also be processed

When you contact us by telephone, our reception may note down your last name, first name and telephone number in order to inform your contact person at BioWin that you called and optimize our internal functioning. These data are not processed.

3. Who receives and has access to your personal data?

BioWin processes your personal data for the purposes mentioned in point two. BioWin staff who need your personal data to perform their tasks may consult them.

In certain specific cases, your personal data may also be transmitted to third parties:

- When organizing events, BioWin may transmit your personal data (like your last name and first name or the title of your position) to external service providers who organize events, solely for organizational and security reasons.
- Accountants and consultants on tax matters.
- ICT providers.
- Organizations inside which you have been appointed to represent BioWin.
- Organizations to which you adhere implicitly by being affiliated with BioWin.
- Official bodies in connection with legal requirements the association has to comply with (FPS Economy, *Moniteur Belge* [Belgian Official Gazette], etc.).

4. How long are your personal data retained?

BioWin retains your personal data as long as necessary for the purposes described in point 2, or at least for a period of 10 (ten) years from the time they were collected.

If the relationship with BioWin is terminated, the association will archive your last name, first name and e-mail address, as these data cannot be deleted from any minutes of workgroup, board, and other such meetings. Your contact details are no longer kept actively. The database concerned is no longer used nor updated.

The members must nonetheless report themselves when a staff member leaves their company, so as to inform BioWin that the data of that person can no longer be used in connection with the services offered.

BioWin keeps all personal data collected in accordance with any legal time periods and statutes of limitation in force.

5. What rights can you exercise to ensure the protection of your personal data?

If you wish to exercise one or more of the rights referred to below, please contact the administrative service of BioWin at contact@biowin.org and specify which right you wish to exercise.

5.1. You can consult your data

If you wish to consult your personal data which are processed by BioWin, you can do so by exercising your right of access. Send an e-mail to the controller to that effect at the following address: contact@biowin.org

BioWin will provide a copy of the personal data it has stored concerning you as well as any of the information referred to in Article 15 of the GDPR. This information concerns in particular:

- the purposes of the processing;
- the categories of personal data concerned;
- any third parties to whom the data have been disclosed;
- where possible, the envisaged period for which the personal data will be stored;
- the existence of the rights of rectification, erasure, restriction of processing or to object to such processing and the way of exercising them;
- the existence of the right to lodge a complaint with a supervisory authority;
- where the personal data are collected from you, any available information as to its source.

5.2. You can rectify your data

If there are changes in your personal data (name, address, e-mail address), you are kindly requested to inform us as promptly as possible so that we can make the necessary corrections or additions, at the following address: contact@biowin.org

5.3. You can request the erasure of your data

You have the right to ask BioWin to erase the personal data we have collected as promptly as possible.

This right can be exercised for one of the following reasons:

- The personal data are no longer necessary in relation to the purposes mentioned in point 2 by BioWin;
- The data have been unlawfully processed;
- The personal data have to be erased for compliance with a legal obligation;
- If you withdraw consent on which the processing is based;

- If you object to the processing pursuant to Article 21, §2 of the GDPR, as regards processing for canvassing purposes.

5.4. You can request a restriction of processing of your personal data

You have the right to ask BioWin to restrict the processing of your personal data. As soon as this processing is restricted, with the exception of storage, your data may be processed only with your consent.

This right may be exercised for one of the following reasons:

- You have contested the accuracy of your data and the data have not yet been corrected;
- The processing is unlawful and you object to the erasure of your data, but demand the restriction of their processing.

5.5. You can withdraw your consent

When your personal data are processed on the basis of your consent, you can withdraw said consent at all times.

For basic questions to this privacy policy, you can send an e-mail to contact@biowin.org

Please note also that you can lodge a complaint at all times with the supervisory authority at contact@apd-gba.be, if you consider that BioWin does not comply with your rights as set out above.

6. We protect your personal data

BioWin spares no effort to secure your personal data to the utmost and to protect your privacy in optimal manner. BioWin takes all such technical and organizational measures as necessary to that effect, because we attach the utmost importance to the confidentiality of your data.

7. Changes to this privacy policy

This privacy policy is not a static document. It is liable to change and will be amended in the course of time. You will be kept informed of such changes in due course.