

## Privacy Policy

We care about your privacy and we think it is important that you always know what data we collect about you and what that data is used for. This Privacy Policy sets out certain information regarding our data processing activities when you either visit our website (available at [DIRECTOR CLIMATE JOURNEY | CG-CZ Brussels \(climategovernance.eu\)](#)) (the “**Website**”), when you are a member and make use of our membership, forum and resource services including registering for the Director Climate Journey (the “**Services**”)

Please read this Privacy Policy carefully to understand our practices regarding your personal data and how we will treat it. By visiting our Website or using our Services, you acknowledge the terms of this Privacy Policy and the use and disclosure of your personal data as set out in this policy.

### Who we are and how to contact us

We are Chapter Zero Brussels/Climate Governance asbl/vsw, (the “**Association**”) a non-profit organization registered in Belgium with registered number BE 0765.424.327 and registered office at Rue J. Deraeckstraat 85, 1150 Brussels. We are the provider of the Services and the Website.

If you have any questions about this Privacy Policy or our use of your Personal Data, if you need to report a problem, or if you would like to exercise one of your rights under this Privacy Policy you can contact us using the following contact details:

Post: Rue J Deraeckstraat 85, 1150 Brussels

Email: [info@chapterzerobrussels.eu](mailto:info@chapterzerobrussels.eu)

### What data do we collect?

The Association collects the following Personal Data:

- *Membership and Use of Services Data:* first and last names, email address, phone number, company you represent, VAT number, country, biography or resume.
- *Website Data:* e-mail address (ID), service usage records, improper use records, model name of devices with smart OS installed (tablet PC, smartphone, etc.), OS information, device identifier (UUID), advertising identifier (ADID).
- *Invoicing details (Company name, VAT number and Address) when required for a payment of a Service or membership of the Association*

Some of the information described above is collected automatically, using cookies or mobile cookies (pieces of data sent by a website to your computer and stored on its hard drive or a small file placed on your smartphone).

Unless specified otherwise, all Personal Data requested by the Association is necessary for us to provide the Services or the Website, and failure to provide this Personal Data may prevent you from accessing our Website or using our Services. In cases where the Association specifically states that certain Personal Data is not necessary, you are free not to

communicate this Personal Data without consequences to the availability or the functioning of the Service. However, if you choose to provide further Personal Data, we will process it in accordance with this Privacy Policy.

## Third Party Referrals

As part of your membership of the Association, you may tell us who referred you, or you may refer other potential members to us. If you share third party personal data with us, it is your responsibility to ensure that you are complying with applicable data protection legislation when you are sharing that personal data.

## Why we collect and process your Personal Data

We collect and process your personal data for the following purposes:

### **To provide the Services and the Website:**

- to provide our members with access to our Services
- to run climate change briefings, round tables, workshops and conferences with our partners
- to make available briefing materials, toolkits, films, and online courses to enable directors to develop their knowledge
- to provide a forum where directors can share experience and debate issues
- to provide you with information that you have requested
- to enable the Website to function efficiently
- to analyse use of the Website

### **To manage our members:**

- to contact our members about their membership and with other relevant updates about the Association;
- for member relationship purposes and to deal with any questions, queries or complaints our members may have
- for internal membership administration purposes
- to better understand our members and their needs/requirements

### **For marketing purposes:**

- to provide our members with relevant marketing materials regarding events that we are hosting
- to make our members aware of other relevant events they may wish to attend: for example on risk assessment, reporting, scenario planning, opportunity assessment, decision analysis

## How do we protect your data?

The Association takes appropriate technical and organizational measures to prevent unauthorized access, disclosure, modification, or unauthorised destruction of your Personal Data. In particular, we ensure that your Personal Data is only shared on a need-to-know bases with our staff.

## When do we share your data?

In general, your data is processed exclusively by the Association and we do not pass on any of your Personal Data to third parties unless we need to do so to provide you with the Services or to operate the Website. For this purpose, we may share your personal data with the following categories of recipients:

### **Partners and Associated Organisations**

We may share your personal data with organisations with whom we partner, with whom we work to provide specialist support to our members, or with whom we co-host events. These organisations may process your personal data for their own purposes and we recommend that you review each of their privacy policies to understand how they process your personal data.

### **Service providers**

In order to provide the Services and the Website, we work with service providers (e.g. hosting providers, technical service providers and marketing and communications agencies) who may, in the course of providing their services, receive and process personal data on our instruction and on the basis of a contractual data processing agreement. These service providers are not permitted to use your personal data for their own purposes.

### **Regulatory bodies**

We may disclose your personal data upon a binding order from a regulatory authority, government agency or law enforcement body with jurisdiction over our activities.

### **Professional advisors and auditors**

We may disclose your personal data to professional advisors (such as legal advisors and accountants) or auditors for the purpose of providing professional services to us.

### **Members of the Association**

The Association aims at creating a community of members who can exchange inside the Association forum and consequently we will share your Membership and Use of Services Data as described above with other members of the Association.

### **At your option**

In certain circumstances, you may have the option of sharing information with others yourself as part of our community (e.g. if you give out personal data in a publicly accessible community forum). You should be aware that personal data that you voluntarily include and transmit online in a publicly accessible blog, chat room, social media platform or otherwise online or that you share in an open forum may be viewed and used by others without any restrictions. We are unable to control such uses of your data and by using such services, you assume the risk that the personal data you provide may be viewed and used by third parties for any number of purposes.

## Legal bases for processing your Personal Data

The Association is required to inform you of the different legal bases that we rely on to legitimise our processing of your personal data. We have described these below.

**Where you give us your consent to use your personal data**

We are allowed to use your personal data where you have provided your valid consent to it. We currently seek your consent to send you information about the Association and climate change via our Newsletter.

**Where processing is necessary for the performance of a contract between us**

We may need to process your personal data to perform a contract with you or take steps at your request prior to entering into a contract. For example, if you have requested to register for a Service, we will need your contact details in order to be able to fulfill such request.

**Where using your data is in our legitimate interests**

We are allowed to use your personal data where it is in our interests to do so, and those interests aren't outweighed by any potential prejudice to you. We believe that our use of your personal data is within a number of our legitimate interests, including but not limited to:

- To manage our members;
- To contact our members about relevant updates about The Association and include them in our monthly bulletins;
- For business optimisation and service development;
- To manage our Website;
- To ensure that our systems run smoothly;
- To analyse traffic on our Website;
- To protect against improper use or unauthorised use of our systems, Services and Website.

We don't think that any of the activities set out in this privacy policy will prejudice you in any way. However, you do have the right to object to us processing your personal data on this basis. We have set out details regarding how you can go about doing this in the section on your rights below.

**Where processing is necessary for us to carry out our legal obligations**

As well as our obligations to you under any contract, we also have other legal obligations that we need to comply with and we are allowed to use your personal data when we need to in order to comply with those other legal obligations.

## **For how long do we keep your personal data?**

We will only keep your personal data for as long as necessary for the purpose for which we collected it. For example, we will retain your personal data for as long as you are a member of the Association, or until you unsubscribe from our emails or otherwise inform us that you no longer wish to be a member of the Association.

We may need to keep your information for longer in certain circumstances. This could be because of the following reasons:

- to potentially establish, bring or defend legal proceedings or to comply with a legal or regulatory requirement;
- to be able to deal with external or internal audits.

When it is no longer necessary for us to keep your information, we will delete it from our systems. Afterwards, we only retain aggregated data from which you cannot be identified for analytical purposes.

## What are your rights?

As a data subject, you have several rights to manage your Personal Data. These rights are :

- the right to withdraw your consent at any time. You have the right to withdraw consent where you have previously given your consent to the processing of your Personal Data.
- the right to access the Personal Data which the Association holds about you.
- the right to request that this Personal Data be corrected, limited or deleted,
- the right to object to the processing of the Personal Data.
- If you are of the opinion that the Association has not properly treated your Personal Data, you also have the right to launch a complaint. The Association lead Data Protection Authority is the Belgian Data protection Authority ([https://www.belgium.be/en/personal\\_data](https://www.belgium.be/en/personal_data)), whom you can contact in such case. You have also the right to lodge a complaint with your local [data protection supervisory authority](#) at any time.

The easiest way to exercise your rights is to send a simple mail, specifying your request to [info@chapterzerobrussels.eu](mailto:info@chapterzerobrussels.eu)

## Changes to this privacy policy

We will review this Privacy Policy periodically and reserve the right to make changes to this Privacy Policy at any time. You acknowledge that we may make changes to this Privacy Policy and that it is your responsibility to check this webpage from time to time to review the Privacy Policy. Changes to this Privacy Policy will come into effect immediately upon such changes being uploaded to our Website.

Terms and Conditions published and last updated on *21/10/2021*