

European Social Network (ESN) Data Privacy Statement

This is the privacy statement the European Social Network ASBL (hereinafter called 'ESN').

About this privacy statement

We know how important it is for you to understand how ESN uses your data. This privacy statement sets out what data, how and what for we collect, store, and process your data. We will always be transparent with you about what we do with your personal data.

This statement also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this privacy statement or your rights under it, please contact us:

European Social Network ASBL
Avenue des Arts 3-4-5
1210 Brussels
Belgium
E-mail: communications@esn-eu.org

1. What personal data does ESN collect and process about you?

The data that ESN holds and processes covers:

- Title, name, position and organisation
- Contact information including phone number and email address
- Expertise and interests
- Payment information you have provided for membership or event bookings • Banking details you have provided where you are entitled to payment for participation in an ESN activity
- Photos taken at ESN events
- Dietary requirements

2. How does ESN collect data about you?

- The data ESN holds may come from one of the following:
- Your subscription to ESN news
- Your subscription to ESN conference news
- Your registration for an ESN activity
- Your membership application
- Your partnership or consultancy application
- Business cards provided to ESN (we will contact you with a sign up form)
- Your photo taken at ESN events and meetings

3. How does ESN use the information that it collects?

ESN uses the information that it collects for a number of purposes in line with ESN's not for profit mission 'to support the development of effective social policy and social care practice through the exchange of knowledge and expertise.'

b) Membership

ESN will hold and process personal data of persons who have subscribed to our news, have expressed an interest in our activities, or have participated in our activities, for the following purposes:

- providing information which ESN reasonably believes is relevant to your personal or organisational goals, related to an activity at which you will participate or have expressed an interest in.
- managing your participation in an ESN activity.

ESN shares the names and organisations of participants at our events only among attendees.

- using your photo taken at ESN event on our website and newsletters

By attending an ESN event we ask for your consent via registration form and give you an option to opt-out.

b) Membership

ESN will hold and process personal data in the context of ESN membership for the purposes of:

- Managing your organisation's membership of ESN, including managing access to ESN members area and ESN member services. This covers both the staff at your organisation and the people covered by your organisation's ESN membership. Sending you information we reasonably believe may be of interest to you based on your membership form or the interests you have communicated to us.
- Seeking information from you, your organisation and your views on what priorities and services you would like ESN to provide.

The lawful basis for processing your data is on the basis of your organisation becoming a member of ESN in exchange for ESN membership services, which requires ESN to process personal data.

c) Project implementation

ESN will hold and process data of persons working with ESN on different projects in order to achieve the shared objectives of the project. ESN will also hold and process data of persons who apply to take part in activities organised by ESN and may need to share specific details with project and event funders (e.g. the European Commission) if funders request these details from us for reporting purposes.

The lawful basis for processing your data is on the basis of a contractual agreement with ESN for you to become a project partner or project consultant.

4. How long will ESN keep your information?

ESN will only retain your personal data for as long as is necessary for the purposes described in this privacy statement.

We have procedures in place regarding our retention periods which we keep under review taking into account our reasons for processing your personal data and the legal basis for doing so as described above under 3 above. Should you request to use the Right to Be Forgotten at any point please contact communications@esn-eu.org and we will delete your data from our database within 30 days of your request.

5. Where is your data stored?

The data that ESN collects from you may be transferred to, and stored at, a destination outside the EU due to our use of third party providers for the services we provide. By submitting your personal data, you agree to this transfer, storing or processing. ESN has taken steps necessary to ensure that the server we use is GDPR proof and that your data is treated securely and in accordance with this privacy policy.

6. What rights do you have over your personal data?

Under the General Data Protection Regulation, you have the right to:

- Access personal data we hold about you by making a request
- Rectification, erasure or restriction of your information where this is justified
- Object to the processing of your information where this is justified
- Data portability
- The right to be forgotten

To exercise your rights, please contact ESN communications team using the following contact details:

European Social Network ASBL
Avenue des Arts 3-4-5
1210 Brussels
Belgium
E-mail: communications@esn-eu.org : Subject GDPR

7. How can you manage or change your preferences?

We want to ensure that all the information we have about you is factually correct and up to date. If you find that the personal data we have about you is inaccurate or needs updating (for instance, you may have changed your name or e-mail address) then please contact us at communications@esn-eu.org so that we can correct it. You can opt in or out of receiving ESN or ESN conference communications during the registration process for ESN communications. You can also unsubscribe altogether from ESN communications by clicking 'Unsubscribe' on the footer of all ESN communications or by contacting the ESN Communications Team at communications@esn-eu.org.

8. Changes to this Privacy Policy

We may update this privacy statement from time to time. If we make significant changes, we will let you know but please regularly check this policy to ensure you are aware of the most updated version.

This Privacy Policy was last updated on 2 April 2019.

European Social Network, April 2019