



**European Teacher Education Network**

**European Teacher Education Network vzw**

Registered Office: Hertogstraat 178, 3001, Leuven, Belgium  
Enterprise No. 0708.961.914 / RPR Leuven

ETEN vzw is VAT exempt as a non-profit organization  
under Belgian legislation

## **Privacy Statement ETEN vzw**

European Teacher Education Network npo (hereinafter ETEN npo) attaches great importance to the protection of your personal data (and that your privacy is respected).

In this privacy statement we want to provide clear and transparent information about (what data we collect) how we deal with personal data. We do everything in our power to guarantee your privacy and therefore handle personal data with care. ETEN vzw will in all cases comply with the applicable laws and regulations, including the General Data Protection Regulation.

This implies that we in any case:

- process your personal data in accordance with the purpose for which they were provided, these purposes and types of personal data are described in this privacy statement;
- the processing of your personal data is limited to only those details that are minimally necessary for the purposes for which they are processed;
- ask for your explicit permission if we need this for the processing of your personal data;
- have taken appropriate technical and organizational measures so that the security of your personal data is guaranteed;
- not pass on personal data to other parties, unless this is necessary for the execution of the purposes for which they were provided;
- are aware of your rights regarding your personal data, want to point them out to you and respect them.

As ETEN vzw we are responsible for the processing of your personal data. If after reading our privacy statement, or in a more general sense, you have any questions about it or wish to contact us, please use the contact information below:

ETEN vzw  
Rue Léon Mignon 3  
1030 Schaerbeek  
Belgium  
[secretary@etenonline.org](mailto:secretary@etenonline.org)

**Communication Address:** Postbox 1000, Unit A0168, 2260BA, Leidschendam, the Netherlands

Email: [secretary@etenonline.org](mailto:secretary@etenonline.org)

This message and any files transmitted with it is intended for the addressee only and may contain information that is confidential or privileged.  
ETEN vzw complies with the EU General Data Protection Regulation. The ETEN vzw GDPR-declaration is available at our website



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### **Why do we process personal data?**

Your personal data are processed by ETEN vzw for the following purposes and legal grounds:

- To be able to participate in the activities of ETEN vzw (execution of agreement).
- To send newsletters and invitations (consent of data subject).
- Obtaining a subsidy from the government (legal obligation).

For the above purposes, we may ask, store, collect and/or process the following personal data from you:

- Personal identity data: name, first name, address, telephone number, e-mail.
- Identity data issued by government : identity card number.
- National registry number.
- Personal characteristics: gender, date of birth, place of birth, nationality.

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

### **Provision to third parties**

We may provide the data you provide to us to third parties if this is necessary for carrying out the purposes described above.

For example, we may use a third party for:

- Taking care of the internet environment (web hosting);
- Taking care of IT infrastructure (including IT network, ...);
- Providing and distributing newsletters and invitations;
- Organizing conferences (a.o. by members; third parties;...).

We never pass on personal data to other parties with whom we have not concluded a processing agreement.

With these parties (processors) we obviously make the necessary agreements to ensure the security of your personal data.

The conferences we hold may be organized by members and/or third parties. In that respect, we may assume that these members and/or third parties will take into account the applicable GDPR rules in the EU, if necessary.

2

**Communication Address:** Postbox 1000, Unit A0168, 2260BA, Leidschendam, the Netherlands

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Furthermore, we will not pass on the data provided by you to third parties (provide other parties), unless this is legally required and permitted.

Also, we may share personal data with third parties if you give us permission to do so. You have the right to withdraw this permission at any time, without prejudice to the lawfulness of the processing before the withdrawal.

We do not provide personal data to parties based outside the EU, except to our non-EU members for reasons mentioned in this privacy declaration.

### **Minors**

We only process personal data of minors if written consent has been given by the parent or legal representative.

### **Storage period**

ETEN vzw does not keep personal data longer than necessary for the purpose for which they were provided or as required by law.

The (personal) data will not be kept longer than 5 years after the last use.

### **Security of the data**

We have taken appropriate technical and organizational measures to protect your personal data from unlawful processing, for example, we have taken the following measures;

- All persons who can take cognizance of your data on behalf of ETEN vzw are bound to secrecy.
- We use a username and password policy on all our systems;
- We regularly test and evaluate our measures;
- Our employees are informed about the importance of protecting personal data.

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3

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### **Your rights concerning your data**

You have the right to inspect and to correct or delete personal data that we have received from you. At the top of this privacy statement you can find how to contact us.

You can also contact us via the contact page of our website [www.etenonline.org](http://www.etenonline.org).

In order to verify your identity, we ask you to send us a copy of your identity card. We strongly advise you to make your passport photo invisible and to mention that it is a copy.

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

You also have the right to have the data you have provided us with transferred to you or on your behalf directly to another party. We may ask you to identify yourself before we can comply with the aforementioned requests.

### **Complaints**

If you have a complaint about the processing of your personal data, please contact us directly.

You always have the right to complain to the Privacy Commission, this is the supervisory authority in the field of privacy protection.

### **Modification of privacy statement**

ETEN vzw can change its privacy statement. We will announce these changes on our website. Older versions of our privacy statement will be stored in our archives.

Please send us an e-mail if you want to consult them.