

## PRIVACY POLICY FOR PERSONAL DATA

Catalyse Europe attaches great importance to the protection of your privacy.

For this reason, we collect and process your personal data in accordance with the applicable legal provisions, namely the Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data and the European Regulation of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (« General Data Protection Regulation» («GDPR»)).

This Privacy Policy informs you about the processing operations carried out on your personal data and about your rights in this regard. It is intended to inform you about the following points:

1. Who processes your personal data;
2. The categories of personal data processed;
3. Why your data are processed;
4. What your rights are;
5. How to exercise your rights;
6. How long your data are retained;
7. What security measures are taken to protect your data;
8. Who has access to your data;
9. Transfer of your personal data outside the EU;
10. Changes to the Privacy Policy.

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### **1. Who processes your personal data?**

In accordance with the applicable regulations on the protection of personal data, AISBL Catalyse Europe is the « data controller. The terms « Catalyse », « we » or « our » used herein refer to AISBL Catalyse Europe.

**Contact details:**

AISBL Catalyse Europe

Rue Breydel 34-36

1040 Bruxelles

Numéro d'entreprise: 1018.725.177

Email: [info@catalyse-europe.org](mailto:info@catalyse-europe.org)

**2. What personal data are collected by Catalyse?**

In the context of carrying out its statutory objectives, Catalyse is required to process the following categories of personal data:

- Identification data: last name, first name, date and place of birth;
- Contact data: postal address and telephone number;
- National Register number;
- Financial data;
- Cookies.

**3. Why are your data processed?**

Catalyse collects and processes your personal data only to the extent necessary for the purposes listed below:

- prospecting for funding sources;
- managing contractual relationships with funding entities;

- prospecting for potential beneficiaries;
- auditing beneficiary candidates;
- managing contractual relationships with beneficiaries;
- organising events;
- communications relating to events;
- commissioning and managing studies, research and analyses on decarbonization;
- representation of interests and institutional dialogue;
- recruitment of staff;
- communication of news by email;
- institutional communications;
- management of potential disputes.

Catalyse processes your personal data on the basis of several legal grounds listed in Article 6 of the GDPR.

First of all, Catalyse relies on its legitimate interest (Article 6.1.f of the GDPR) when it:

- seeks the funds necessary for the non-profit organization to fulfil its statutory objectives;
- looks for potential beneficiaries and audits them in order to carry out a consistent allocation of the funds collected and to limit risks;
- seeks to reach an audience potentially interested in the events it organizes and ensures follow-up of these events through post-event communications;
- promotes public policies based on evidence and consistent with the decarbonization objectives it pursues;
- disseminates institutional information related to its mission and contributes to public debate;
- processes CVs received as part of its recruitment procedure;
- collects certain cookies on its website;
- defends its interests in the context of potential disputes.

Furthermore, it is necessary to process your personal data in the performance of contracts concluded with Catalyse (Article 6.1.b of the GDPR), as Catalyse is required to comply with its contractual obligations. This applies, in particular, to contracts concluded with funding entities, beneficiaries of funding and grants, participants in events organized by Catalyse, contracts for the commissioning of research, analyses

and studies on decarbonization, as well as contracts concluded with external service providers and consultants.

The collection of the email address of visitors to the website is based on their consent (Article 6.1.a of the GDPR).

#### **4. What are your rights and how can you exercise them?**

##### **4.1. Guarantee of fair and lawful processing**

Your personal data are always processed in accordance with the legitimate purposes explained in the previous section. They are collected and processed in an adequate, relevant and non-excessive manner, and are not retained for longer than necessary to achieve the purposes pursued.

##### **4.2. Right of access**

If you are able to prove your identity, you have the right to obtain information about the processing of your data. You therefore have the right to know the purposes of the processing, the categories of data concerned, the categories of recipients to whom the data are disclosed, the criteria used to determine the data retention period, and the rights you may exercise in relation to your data.

##### **4.3. Right to rectification**

Inaccurate or incomplete personal data may be corrected.

##### **4.4. Right to erasure (« or right to be forgotten »)**

You also have the right to obtain the erasure of your personal data in the following cases:

- your personal data are no longer necessary with regard to the purposes ;
- you withdraw your consent to the processing and there is no other legal basis for the processing ;
- you have validly exercised your right to object ;
- your data have been processed unlawfully ;
- your data must be erased in order to comply with a legal obligation.

Under certain conditions, Catalyse may object to your request where the legal basis for the processing relies on its legitimate interest.

#### **4.5. Right to restriction of processing**

In certain cases, you have the right to request the restriction of the processing of your personal data, in particular where there is a dispute as to the accuracy of the data, where your data have been processed unlawfully, where the data are necessary in the context of legal proceedings, or for the time necessary for Catalyse to verify that you may validly exercise your right to erasure.

#### **4.6. Right to object**

In accordance with the applicable regulations, the right to object allows you to object, for reasons relating to your particular situation, to the processing of your personal data.

However, we inform you that, in the context of the management of your file, this right may not be exercised for processing operations based on the performance of the contract concluded with Catalyse or compliance with legal obligations.

For processing based on Catalyse's legitimate interest, your objection request will be subject to a case-by-case assessment. We may refuse it if we demonstrate the existence of legitimate and compelling grounds overriding your interests.

#### 4.7. Right to data portability

You have the right to obtain all the personal data that you have provided to us in a structured, commonly used and machine-readable format. At your request, these data may be transferred to another service provider, unless this is technically impossible.

#### 4.8. Right to withdraw your consent

Where the processing is based on your consent, you have the right to withdraw it at any time.

Such withdrawal shall take effect for the future and shall not affect the lawfulness of processing operations carried out prior to the withdrawal.

### 5. How can you exercise your rights?

To exercise your rights, you must send us a request by registered letter to Catalyse Europe AISBL, Rue Breydel, 34-36, 1040 Brussels, or by email to [info@catalyse-europe.org](mailto:info@catalyse-europe.org). We will respond as soon as possible, and at the latest within one month of receipt of the request.

If you are not satisfied with the processing of your personal data by Catalyse, you have the right to lodge a complaint with the Data Protection Authority:

Rue de la Presse, 35, 1000 Bruxelles



+32 (0)2 274 48 00



+32 (0)2 274 48 35



[contact@apd-gba.be](mailto:contact@apd-gba.be)

### 6. How long are your data retained?

Catalyse retains your personal data only for the period necessary for the purposes for which they were collected, increased by the applicable statutory limitation periods.

During the performance of the contract concluded with Catalyse, your data are kept in an active database for the day-to-day management of your file.

At the end of the contract, we retain certain of your personal data in our intermediate archives. This retention is carried out either in order to comply with our legal data-retention obligations, or for the duration of the applicable limitation period, so that we may respond to any potential liability claims.

At the end of these periods, your data are permanently deleted or anonymized.

## **7. What security measures are taken to protect your data?**

Catalyse attaches paramount importance to the security of your personal data. In order to guarantee a level of protection appropriate to the risk, we implement rigorous technical and organizational measures, in accordance with industry standards.

Access to your data is strictly limited to authorized persons within our services, depending on their respective responsibilities and in accordance with the “need-to-know” principle.

Furthermore, when we engage external service providers (IT subcontractors, etc.), we ensure that they provide sufficient guarantees in terms of security. These relationships are systematically governed by specific contractual agreements including data-protection and confidentiality clauses.

The integrity and confidentiality of your data are protected by perimeter and internal security systems. This includes, in particular, the use of firewalls, high-performance antivirus software on all our workstations and servers, as well as a policy of regular system updates to prevent security vulnerabilities. Our infrastructures are subject to continuous monitoring in order to prevent any unauthorized access or loss of data.

## **8. Who has access to your data?**

In the context of personnel management and salary administration, Catalyse is required to process your personal data both internally and externally. As a rule, your personal data are transferred to the recipients responsible for the various processing operations for the aforementioned purposes solely on a need-to-know basis (“need-to-know”).

Internally, the COO of Catalyse, as well as the person in charge of managing subsidy-related files, will directly process your personal data in the context of the contractual relationship with funding entities and beneficiaries.

Catalyse is required to disclose your personal data to its accounting and financial office as well as to the banking institutions it uses.

When you visit the Catalyse website, s are installed (see our [cookie policy](#)) and may constitute personal data. These data are communicated to our IT service provider and to Google.

## **9. Transfer of your personal data outside the EU?**

In the context of our activities, we may transfer certain personal data communicated during the consultation of our website via cookies to countries located outside the EEA. These transfers are strictly regulated in order to guarantee a level of protection equivalent to that provided by the GDPR.

Your data may be processed by our IT service provider located in the United Kingdom. This transfer is based on an adequacy decision adopted by the European Commission recognizing that the United Kingdom ensures an adequate level of protection.

Through the use of the Google Analytics tool on our website, data relating to your browsing are transferred to the United States. This transfer is based on the Data Privacy Framework.

Apart from the above, Catalyse does not provide your personal data to third parties established outside the European Economic Area.

## 10. Changes to the Privacy Policy

We reserve the right to make changes to our Privacy Policy at any time. Any substantial modification will always be clearly communicated.