



PRIVACY STATEMENT

Version 2021-11-08

General

This privacy statement applies to the personal information we collect about you. The non-profit organization Ikebana International Hana Chapter of Belgium #248, adheres to the applicable laws and regulations, including the General Data Protection Regulation (GDPR)

Responsible for this privacy policy is: the president/email address: info@ikebana-international.be
Registered office: vzw Ikebana International Hana Chapter of Belgium #248, Den Huysman 31
1600 Sint-Pieters-Leeuw., Belgium (further in the text the abbreviation 'npo II#248' is used)
Company number: O 860.139.778 - RPR: Brussels

Correspondence address: address of the president

Purpose of the Association

The aim of the Association is a selfless one: to cultivate and perpetuate the study of Ikebana and the related arts and cultures throughout the world; as well as to strengthen the ties between masters, teachers, students and other persons who show an interest in the ideas of Ikebana International, through cooperation with other organizations working under the name of 'Ikebana International Chapter'.

Directors of npo II#248 are listed in the Belgian Official Gazette.

This Privacy Statement is effective as of May 24, 2018.

This Privacy Statement explains how npo II#248, processes (i.e. collects, uses, stores, processes, discloses and deletes) your personal data (as defined in applicable data protection legislation).

This Privacy Statement also describes the choices you have regarding the way II#248 npo uses your personal data and the steps you can take to access your data or ask us to correct or delete your personal data. This Statement of Privacy applies to the websites, applications, services and web services of npo II#248.

If you have any questions or concerns about this privacy statement or how we process personal data collected in accordance with this privacy statement, you can

? Contact the correspondence address of npo II#248: president. ?

The processing of data only concerns members or former members, instructors, volunteers, sponsors, suppliers, organisations and employees of the organisation or persons who regularly maintain contact with it in relation to its objectives.

What personal data we collect

Personal data is data that directly identifies you or is otherwise defined by applicable law as data about an identifiable natural person.

This includes, but is not limited to:

Member's surname and first name and partner's name

Postal address

Telephone number



Mobile phone number
National registry number (for board members)
Legal entity and position
Registration number Head Quarters Japan
Language
Type of member
Ikebana School
Degree obtained Ikebana
Year of registration
Year unsubscribed
Member in another country at Ikebana association
Photos of workshops and self-organized activities

How we collect your personal data

Directly from you

The npo II#248 may collect personal information that you provide directly to us through websites, mobile applications, email, forms and other forms of contact. When you register with npo II#248, we collect your registration details in order to process your or your organisation's application and set up the relevant accounts.

You will also be given a password relating to our members' area of the website.

How we use the data we collect

The npoII#248 and service providers acting on our behalf may use data about you for the following purposes.

- * To perform a contract with such as our members, teachers, volunteers, sponsors, suppliers and employees/organisations.
- * To comply with a legal obligation applicable to the non-profit association II#248.
- To respond to requests for information and to fulfil your requests.
- To send you information and communicate about our activities, services and events that we believe may be of interest to you in accordance with applicable law or based on your consent.
- The photos taken are available on the website.

Who we share information with

We may share the data you give us with third parties if this is necessary for the fulfilment of the purposes described above (articles of association article 3, see above).

The npo II#248 never passes on personal data to other parties.

Furthermore, we will not pass on your personal details to third parties, unless this is legally required and permitted.

The npo II#248 does not provide personal data to parties based outside the EU, except for Head Quarters Japan.



The npo II#248 only provides data on its own website and our member booklet, for which the members give their permission by paying their annual membership fee.

When participating in activities of npo II#248 such as: workshops, exhibitions, demonstrations, seminars and events such as the Floralties in Ghent, you give permission to the participants to use pictures, images and sound recordings.

The images made during these activities can be placed on the website of the npo II#248 and for **private** use of members.

General principles of processing personal data

Personal data is collected, stored, processed and transmitted in accordance with the established policies of npo II#248 and applicable legislation. (necessary for performance of contract, e.g. employment contract)

The basic principles of npo II#248 regarding the processing of personal data are as follows.

* Personal data shall be processed fairly and lawfully.

- Personal data must be collected for specific, explicit and legitimate purposes and may not subsequently be processed in a way incompatible with those purposes.
- The personal data collected by npo II#248 are adequate, relevant and not excessive in relation to the purposes for which they were collected.
- The personal data collected by npo II#248 are accurate and are kept up to date where necessary and as far as reasonably possible.

If npo II#248 processes personal data for purposes other than those set out in this privacy statement, npo II#248 will provide notice of this change, the purposes for which the personal data will be used, and the recipients of the personal data.

Retention period

We will retain your personal data for the period necessary to fulfil the purposes set out in this privacy statement or otherwise after the collection of your personal data, unless a longer retention period is required or permitted by law or to comply with a legal obligation.

Data of former members will be kept for no longer than one year after the year of cancellation.

Photos will remain on the website for five years.

Cookies and similar technology: cookies are not used.

Security of personal data

We endeavour to comply with legal requirements and take reasonable steps to protect your data from loss, theft, misuse and unauthorised access, disclosure, alteration and destruction.

The npoII#248 will notify you if we become aware of a data breach involving personally identifiable information (as defined by applicable law). When you give us your email address for any reason, you expressly consent to receive electronic communications from us in the event of such a data breach, unless prohibited under applicable law.



For example, we have taken the following measures.

- All persons who, on behalf of npo II#248, have access to your data, are obliged to respect the confidentiality thereof.
- The npo II#248 makes back-up copies of the personal data in order to be able to restore them in case of physical or technical incidents.
- The npo II#248 regularly tests and evaluates these measures.
- Our employees are informed about the importance of the protection of personal data.

Access to personal data

In accordance with applicable data protection law, you may have the right to request access to certain personal data that we hold about you; to request the correction, erasure, transfer or blocking of such data; and to request the restriction of processing or to object to processing; and you may also have the right to lodge a complaint with the supervisory authority. For this purpose, or for any questions in relation to the processing of your personal data, please contact the correspondence address: the President or info@ikebana-international.be.

If you need to update or modify your personal data, please contact the correspondence address. In order to protect against fraudulent requests for access, the npo II#248 reserves the right to verify your identity by requesting sufficient information to confirm the identity of the party making the request before granting access or correcting data.

All persons who, on behalf of or through the npo II#248, have access to your data, are obliged to respect the confidentiality thereof. For example: if a member requests the list of members, it is only for their own use and they will not pass it on to others.

The right to object

According to Article 21 of the General Data Protection Regulation No. 2016/679, you have, among other things, the right to object to the processing of personal data if we process your personal data on the basis of a legitimate interest, including processing for the purposes of direct marketing. The objection can be made via the correspondence address. If you object to the processing for direct marketing purposes, the personal data will no longer be processed for that purpose.

Further information on this right can be found in Article 21 of the General Data Protection Regulation No. 2016/679.

Amendments

Older versions of our privacy statement will be stored in our archive. Please send us an email if you would like to consult them.

Sensitive data

We request that you do not provide us with sensitive data unless we specifically ask or invite you to provide sensitive personal data, as defined by applicable law. Where we ask or invite you to provide



sensitive personal data, we will only process the sensitive personal data you have provided with your explicit consent.

Compliance with laws and regulations

The npo II#248 conducts self-assessments to verify compliance with this privacy statement and periodically checks that it is accurate and comprehensive in terms of the information it is supposed to cover.

Complaints

You always have the right to submit a complaint to the Privacy Commission, which is the supervisory authority in the field of privacy protection. The desired e-form can be downloaded from the website of the Data Protection Authority (www.gegevensbeschermingsautoriteit.be). All e-Forms are available in Dutch, French and German.

Made up and approved by the board, date 08/11/2021.

Signed by the board

Siska Van de Steene



Chris Van Damme



Mit Ingelaere



Denise Willemarck



Annie De Sutter



Trees De Keyser

