

# Privacy Policy

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This Privacy Policy governs the processing of your personal data by FEDERATION DES CHAMBRES DE COMMERCE BELGES - FEDERATIE VAN BELGISCHE KAMERS VAN KOOPHANDEL VZW (hereinafter: “**Belgian Chambers**”, “**we**”, “**us**”, “**our**”) when you register on, and make use of, the website for e-ATA Carnets (<https://www.e-ata.eu/>; hereinafter: “**Website**”).

## 1 WHO IS RESPONSIBLE?

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*Short: We, Belgian Chambers, are responsible for the processing of your personal data via all of the above channels. You can direct all your requests regarding the processing of your personal data directly to us.*

1. When you use our Website, we – FEDERATION DES CHAMBRES DE COMMERCE BELGES - FEDERATIE VAN BELGISCHE KAMERS VAN KOOPHANDEL VZW, having its registered seat at Belliardstraat 2, 1040 Brussels, RPR Brussels 0407.570.442 – are responsible for the processing of your personal data. You can contact us via e-mail: [ata@belgianchambers.be](mailto:ata@belgianchambers.be).

2. Belgian Chambers has the right to modify, change or amend this Privacy Policy at its own discretion and from time to time. Such modification, change or amendment shall be communicated via the Website. If you do not accept the modifications, changes or amendments, you are to inform us by sending an e-mail to [ata@belgianchambers.be](mailto:ata@belgianchambers.be). If we do not receive such an e-mail from you within three (3) business days after the changes to the Privacy Policy have been announced in a visible manner on our Website, you will be deemed to have unambiguously accepted all such changes.

## 2 WHAT SORT OF PERSONAL DATA DO WE PROCESS?

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*Short: The types of personal data which are processed via the Website largely depend on your role as user of the Website. For users who register as natural person different categories of personal data are processed than for users who register on behalf of an organization. In this section we explain what types of personal data are processed for each category.*

1. If you are a user who uses the Website as a natural person (“**Individual User**”), the following personal data categories are processed:

- personal identification data, such as your name and e-mail address;
- electronic identification data associated with the device you use, such as your IP address, browser type and operating system;
- information concerning your browsing behaviour, such as how long you visit, what links you click on, what pages you visit and how many times you visit a page;
- financial identification data (e.g. your bank account number);
- professional activities.

2. If you are a user who uses the Website on behalf of your organization (“**Organization User**”), the following personal data categories are processed:

- personal identification data, such as your name and e-mail address;
- electronic identification data associated with the device you use, such as your IP address, browser type and operating system;
- information concerning your browsing behaviour, such as how long you visit, what links you click on, what pages you visit and how many times you visit a page;
- current employment, such as the organization you work for.

### **3 WHY DO WE PROCESS YOUR PERSONAL DATA?**

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*Short: We process your personal data for a number of reasons, first and foremost to allow you to use the Website to send carnet requests to your Chamber of Commerce. In this section we provide you with an overview of all the reasons why we process your personal data.*

1. We process your personal data for the following reasons:

- (a) to allow you to request and manage eATA Carnets, on your own behalf as Individual User or on behalf of your organization as Organization User;
- (b) to communicate with you regarding your use of the Website and its associated services;
- (c) for invoicing and evidence purposes;
- (d) to report to the International Chamber of Commerce;
- (e) for statistical reasons;
- (f) to improve the Website and its related services;
- (g) for security reasons and misuse detection, prevention and reporting;
- (h) to inform any third party in the context of a possible merger with, acquisition from/by or demerger by that third party, even if that third party is located outside the EU;
- (i) to comply with legal obligations as well as with any valid request from police, judicial or governmental authorities.

### **4 WHAT MAKES THE PROCESSING OF YOUR PERSONAL DATA LEGITIMATE?**

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*Short: The law obliges us to specify which legal basis we rely on to process your personal data. In this section we specify per purpose as listed above which such basis we use. The legal basis is dependent on which type of user you are.*

1. The data protection laws require us to precisely indicate to you which legal option we rely on to make the processing of your personal data legitimate. We need to clarify this for each of the purposes listed in section 3 above.

2. If you are an Individual User, we process your personal data for the purposes mentioned in article 3.1 (a) to (c) because it is necessary to perform the agreement we have with you.

3. If you are an Organization User, we process your personal data for the purposes mentioned in article 3.1 (a) to (c) because it is necessary for purposes of our legitimate interest, i.e. being able to provide our services to your organization.

4. For the purposes (d) to (h), whether you are an Individual User or an Organization User, we process your personal data because it is necessary for purposes of our legitimate interests, which in this case concern:

- to be able to report to the International Chamber of Commerce;
- gaining insights in how the Website is used;
- our interests to improve and expand our services;
- our security and safety interests;
- being able to conclude corporate transactions.

5. For purpose (i) we need to process your personal data to comply with our legal obligations.

## **5 RECIPIENTS AND TRANSFERS**

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*Short: Your personal data are shared with a limited number of parties, such as yourself and our own service providers as well as your Chamber and the International Chamber of Commerce. In this section we explain to whom we send your personal data and how we ensure that your personal data are kept safe when sent abroad.*

1. Your personal data will be sent to the following categories of recipients:

- yourself;
- your contacts or business relations upon your request;
- our partners and service providers;
- our member Chambers and the International Chamber of Commerce;
- governmental, judicial and other competent bodies.

2. Your personal data are transferred to the International Chamber of Commerce based in Paris. Your personal data will be processed in accordance with the requirements of the General Data Protection Regulation 2016/679.

## **6 HOW LONG DO WE RETAIN YOUR PERSONAL DATA?**

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*Short: We only retain your personal data as long as required to achieve the purposes listed in section 3.*

1. Your personal data are only processed for as long as needed to achieve the purposes listed in section 3 above. We will de-identify your personal data when they are no longer necessary for these purposes, unless there is:

- an overriding interest of Belgian Chambers or any other third party in keeping your personal data identifiable;
- a legal or regulatory obligation or a judicial or administrative order that prevents us from de-identifying them.

## 7 WHAT RIGHTS DO YOU HAVE?

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*Short: You have a right to access, correct or erase your personal data or limit or oppose the processing of your personal data. You also have a right to data portability. In this section we explain how and under which conditions you may exercise these rights.*

1. You have the right to request access to all personal data processed by us insofar it pertains to you. We reserve the right to refuse multiple requests for access that are clearly submitted for causing nuisance or harm to us or others.
2. You have the right to ask that any personal data pertaining to you which are inaccurate, are corrected free of charge. If a request for correction is submitted, such request must be accompanied of proof of the flawed nature of the data for which correction is asked.
3. You have the right to request that personal data pertaining to you will be deleted if they are no longer required in light of the purposes outlined above. However, you need to keep in mind that a request for deletion will be evaluated by us against:
  - our own or a third party's overriding interests;
  - legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion you can also ask that we limit the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes which are outlined above, but you need them to defend yourself in judicial proceedings.

You have the right to oppose the processing of personal data for the purposes (d) to (h), or – if you are an Organization User – (a) to (h), in section 3, but you are required to explain your particular circumstances on which your request for opposition is based.

4. If you are an Individual User you have the right to request that the personal data you have provided to us for the purposes (a) to (c) in section 3 will be made available to you in a machine-readable format.
5. Each request addressed to us can be sent via e-mail to [ata@belgianchambers.be](mailto:ata@belgianchambers.be).

When you send us an e-mail to request us to grant you a right, the sending of the e-mail will only be interpreted as your consent with the processing of your personal data as necessary for handling and assessing your request. Such request should clearly state and specify which right you wish to exercise and the reasons for it, if such is required. It should also be dated, signed and accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received this request. If the request proves valid, we will notify you as soon as reasonably possible and at the latest thirty (30) days after having received the request.

If you have any complaint regarding the processing of your personal data by Belgian Chambers, you may always contact us via the e-mail address mentioned in the first paragraph of this clause. If you remain unsatisfied with our response, you may file a complaint with the competent data protection authority, i.e. the Belgian data protection authority.