

## PRIVACY POLICY

### ADVOCATING FOR NON-PROFIT ENTERPRISES IS COMMITTED TO PROTECTING YOUR PRIVACY

This privacy policy defines the basis for the processing of personal data that we collect from you or that you provide to us. It is designed to comply with the General Regulation on the Protection of Personal Data (RGPD). We invite you to read the following carefully to understand our practices regarding your personal data. We are committed to protecting the privacy of our visitors.

### THE DATA WE MAY COLLECT FROM YOU

Advocating for non-profit enterprises may collect and process the following data about you:

- Information obtained / provided on our website. This may include information provided when registering for events, subscribing to a newsletter, participating in discussion forums or any other social media, such as your topics of interest or contact information (such as your first name, last name, position, company, telephone, e-mail address).
- If you contact us, we may keep a record of this correspondence (emails)

When you browse our website, no personal data is collected. Only your name and email address can be filled in via our contact form.

### THE PERSONAL DATA THAT WE MAY PROCESS

The personal data we collect:

- contact information (such as first name, surname, address, telephone number, email address)
- professional information (such as company, title/position, department, website)
- email correspondence

Purpose:

- to contact you
- ensure the security of our premises and facilities
- manage complaints
- establish and defend our legal rights

### WITH WHOM WE SHARE YOUR DATA

We will not transfer any of your data to third parties without your permission. We will never sell your data to third parties for commercial purposes.

### WHERE WE KEEP YOUR DATA

The data we collect from you may be stored in paper or electronic form.

### YOUR RIGHTS

You have the right to obtain confirmation that your personal data are being processed and, if necessary, to obtain access to your personal data and processing information.

You have the right to rectify your data and subject to certain conditions, you have the right to request to delete your personal data.

Subject to certain conditions, you have the right to receive your personal data, which you can reuse as you wish.

You have the right to file a complaint with the Data Protection Authority by ordinary mail at Drukpersstraat 35, 1000 Brussel, Belgium, by telephone on +32 (0) 2 274 48 00, and by email at [commission@privacycommission.be](mailto:commission@privacycommission.be) If you wish to change your preferences in terms of processing your messages or unsubscribe from our newsletters and invitations, you can notify us at [contact@advocatingEurope.eu](mailto:contact@advocatingEurope.eu)

You may at any time use the unsubscribe option contained in our sending messages.

#### ACCESS TO PERSONAL DATA

The DGPS gives you a right of access to your personal data. Athenora should normally respond to your request as soon as possible, notwithstanding the 30-day time limit provided for in the DGPS.

To exercise your right of access, we invite you to send your request to [privacy@athenora-coaching.com](mailto:privacy@athenora-coaching.com) If necessary, Athenora may request proof of identity prior to any processing of the request.

#### THE PERSON RESPONSIBLE FOR PERSONAL DATA

Athenora is the controller of all personal data it processes about its customers, potential customers, suppliers, job seekers and website visitors. Athenora is an independent Belgian company, having its registered office at Avenue de Cortenberg 66, 1000 Brussels, Belgium, registered under number 479 850 288.

#### MODIFICATION OF OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this website. Your continued use of our website will constitute your acceptance of these changes.

#### PROTECTION OF PERSONAL DATA

Athenora has put in place appropriate technical and organisational measures to prevent or act against any unauthorised and unlawful processing or disclosure, as well as accidental loss, modification or destruction of Personal Data.

Websites may occasionally contain links - from and to - the websites of other entities. If you follow a link to one of these sites, please note that these sites have their own privacy policies and that we do not accept or assume any responsibility for these policies.

#### STORAGE OF PERSONAL DATA

We will not keep your personal data longer than necessary for the purposes for which we collected the data. The precise period will depend on the purposes for which we hold your personal data.

#### CONTACT

For any further information or request for assistance, please do not hesitate to contact us at the following address: [privacy@athenora.com](mailto:privacy@athenora.com)