

## Privacy statement (speakers)

This Privacy Statement describes how CREO Business Information & Seminars SPRL, a private limited liability company incorporated under the laws of the Belgium, with registered offices at 28 Rue Van Meyel, 1080 Brussels (Belgium), company number 0632.995.670 (“us” or “CREOBIS”) processes your personal data in the context of its collaboration with the speakers and/or authors.

Personal data is information that relates to an identified or identifiable natural person.

As a controller, we endeavour to process your personal data in compliance with the European Regulation (EU) 2016/679 of the European Parliament and of the Council 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 and repealing Directive 95/46/EC (General Data Protection Regulation or “GDPR”).

### **Which information do we collect?**

We prepare an information sheet for each speaker and/or author which contains the following personal data:

- Identification and contact details (surname, first name, address, telephone number);
- Financial data (in order to make payments);
- Personal characteristics (language, age and sex);
- Professional information (job and professional expertise);
- Photos / images.

### **How do we use your personal data?**

We use your personal data for the following processing activities:

- As part of the performance of the contract and the management of the collaboration with the speakers (contractual necessity) (legal obligation)
- As part of the assessment of the speakers (legitimate interest of CREOBIS, including the freedom of entrepreneurship)
- In the context of the promotion of conferences and seminars (contractual necessity) (legitimate interest of CREOBIS, in particular freedom of entrepreneurship).

The legal basis is indicated for each purpose.

If the legal basis is based on contractual necessity, the personal data must be provided to enable the execution of the contract.

Personal data are retained for a period of 10 years after the end of the collaboration, unless there is a legal obligation, for which the legal retention period applies.

### **Who are the recipients of your personal data ?**

We might share your personal data with other recipients such as:

- Speakers and participants (only identification data and professional data)
- CREOBIS' sponsors (only identification data and professional data)
- (Technical) processors that provide us with services
- National and European authorities
- Supervisory authorities or professional organizations, in the context of the approval of the training (e.g. continuing education)
- Banks and payment service providers;
- Our professional advisers and lawyers.

CREOBIS may transfer personal data to the United States based on the EU/US Privacy Shield.

### **What rights to you have regarding the processing of your personal data?**

According to the General Data Protection Regulation (GDPR), you have the rights:

- to access and receive a copy of your data;
- to rectify your data if it is inexact;
- to object to the processing of your personal data for direct marketing and reasons relating to your personal situation;
- to erase or restrict your data ("right to be forgotten")
- when the processing is based on consent, to retract your consent at any time;
- to data portability when the processing is based on consent or contractual obligation.

You have the right to lodge a complaint with the competent supervisory authority (for Belgium, it is the Belgian Data Protection Authority). In case of complaint, we invite you however to contact us to find an amicable solution.

To exercise these rights, you must respect the conditions provided by the RGPD. Alternatively, to make things easier, you can contact us at the address below.

In case of reasonable doubt about your identity, we reserve the right to ask for proof of identity.

### **Implementation of security measures**

According to the applicable law, we have implemented an adequate system of protection of your personal data. These measures include technical and organisational measures required to protect your personal data against the accidental or unauthorised destruction, loss, alteration, unauthorized disclosure or access to your personal data.

Nevertheless, no security system can guaranty 100% of security. We remain at your disposal should you have any questions relating to the confidentiality and the safety of your personal data.

### **How to contact us**

To exercise your data protection rights or if you have any questions relating to the processing of your personal data, do not hesitate to send an email to [info@creobis.eu](mailto:info@creobis.eu) or to contact:

CREO Business Information & Seminars

28 Rue Van Meyel

1080 Brussels

Belgium

### **Updates**

Please note that we reserve the right to update this document from time to time. In this case, you will be informed of the changes by e-mail.