ENSIE Privacy Policy

Effective since 25/05/2018

We make it a matter of pride to respect the privacy of our users, contacts (data subjects) and to treat their personal data in the strictest confidentiality and in accordance with the legislation in force. ENSIE is committed to protecting your privacy.

The privacy policy is intended to inform you, in a transparent manner, about the data we collect, the purpose for collecting it, the way we use it and the rights you have regarding the processing of such data. This Privacy Policy explains how we collect and use your personal data and which rights and options you have in this respect.

On this page, we provide you with a simplified version of our privacy policy in the form of questions and answers. We draw your attention to the need to read this privacy policy carefully. If you have any other questions, do not hesitate to contact us at the following address: ensie@ensie.org.

Who is responsible for your personal data?

European Network of Social Integration Enterprises (ENSIE) is responsible for your personal data. ENSIE ASBL, (475 190 924) Rue Botanique 75, 1210 Brussels, Belgium. Specifically, your data will be controlled by ENSIE’s team (director, policy officer and communication officer) depending on who you have instructed or that is providing services or communication to you.

Which personal data do we collect?

In the course of providing our services or accessing our website, we may collect data either sent by you directly or acquired from another source. We collect your data - personal or otherwise - for various reasons, which are defined in the following point.

It includes the following data:

- Your identifying information (surname, first name, position, work title, e-mail address, telephone number and address)
- Your bank details (credit card number, IBAN and BIC/SWIFT) and invoicing details; - our communications (by email or other)
- The type of domain with which you connect to the Internet
- The IP address assigned to you
- The date and time of your access to our website
The personal data we collect may also include:

- Contact information, such as your name, position in the organization/institution, business address, telephone number, mobile phone number and email address;
- Payment data, necessary for processing payments and fraud prevention, including credit/debit card numbers, security code numbers and other related billing information;
- Further business information necessarily processed in a project or client contractual relationship with ENSIE or voluntarily provided by you, such as instructions given, payments made, requests and projects;

It may include personal data about your membership of a professional or trade association or union, health personal data, details of dietary preferences when relevant to events to which we invite you.

**How do we collect your personal data?**

We may collect personal data about you in a number of circumstances, including

- When you or your organisation partnership, membership or other sorts of cooperation;
- When you or your organisation browse, make an enquiry or otherwise interact on our website;
- When you attend an ENSIE event or sign up to receive personal data from us; or
- When you or your organisation offer to provide or provide services to us.

In some circumstances, we collect personal data about you from a third party source. For example, we may collect personal data from your organisation, other organisations with whom you cooperate, institutions, platforms, an information or service provider or from a publicly available record.

Most of your data is communicated to us by your active intervention, by providing us your information through our website (registration form, contact form, e-mail). Other data, such as the date and time of your access to our website, the pages you have viewed, or your location data, are collected automatically through servers consulted and "cookies" placed by our website.

**Are you required to provide personal data?**

As a general principle, you will provide us with your personal data entirely voluntarily; there are generally no detrimental effects for you if you choose not to consent or to provide personal data. However, there are circumstances in which ENSIE cannot take action without certain of your personal data, for example, because this personal data is required to process your instructions or orders, provide you with access to a web offering or newsletter. In these
cases, it will unfortunately not be possible for us to provide you with what you request without the relevant personal data and we will notify you accordingly.

For which purposes will we use your personal data?

We collect your personal data to process your registration for an event. We also process your data to send you newsletters for upcoming and interesting events and, more generally speaking, to easily communicate with each other. Your data will also be used to improve our service, specifically to improve and facilitate your navigation on our website.

We may use your personal data for the following purposes only ("Permitted Purposes"):  

- Providing advice or other services or things you may have requested;  
- Managing and administering your or your organisation's relationship with ENSIE, including processing payments, accounting, auditing, billing and collection, support services;  
- Compliance with our legal obligations (such as record keeping obligations), compliance screening or recording obligations towards donors and funding institutions;  
- To analyse and improve our services and communications to you;  
- Protecting the security of and managing access to our premises, IT and communication systems, online platforms, websites and other systems, preventing and detecting security threats, fraud or other criminal or malicious activities;  
- For monitoring and assessing compliance with our policies and standards;  
- To comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory bodies;  
- For any purpose related and/or ancillary to any of the above or any other purpose for which your personal data was provided to us.

Where you have expressly given us your consent, we may process your personal data also for the following purposes:  

- Communicating with you through the channels you have approved to keep you up to date on the latest legal developments, announcements, and other information about ENSIE services and publications (newsletters and other information) as well as ENSIE events and projects;  
- Surveys, relevant questionnaires, analysis or other promotional activities or events; or  
- Collecting information about your preferences to create a user profile to personalise and foster the quality of our communication and interaction with you (for example, by way of newsletter tracking or website analytics).

Depending on for which of the above-Permitted Purposes we use your personal data, we may process your personal data on one or more of the following legal grounds:
Because processing is necessary for the performance of the relationship with your organisation; To comply with our legal obligations; or In addition, the processing may be based on your consent where you have expressly given that to us.

**With whom will we share your personal data?**

We may share your personal data in the following circumstances:

- We may share your personal data between ENSIE members on a confidential basis where required for the purpose of building cooperation bridges, billing and other purposes related to the organizations’ nature. A list of the countries in which ENSIE members are located can be found on our website;
- If you are a member, associate, partner or stakeholder of ENSIE, we may disclose your personal data to:
- We may share your personal data with any third party to whom we assign or novate any of our rights or obligations;
- We may also use aggregated personal data and statistics for the purpose of monitoring website usage in order to help us develop our website and our services.

**Personal data about other people which you provide to us**

If you provide personal data to us about someone else (such as one of your directors or employees, or someone with whom you have business dealings) you must ensure that you are entitled to disclose that personal data to us and that, without our taking any further steps. We may collect, use and disclose that personal data as described in this Privacy Policy. In particular, you must ensure the individual concerned is aware of the various matters detailed in this Privacy Policy.

**Keeping personal data about you secure**

We will take appropriate technical and organisational measures to keep your personal data confidential and secure in accordance with our internal procedures covering the storage, disclosure of and access to personal data. Personal data may be kept on our personal data technology systems, those of our contractors or in paper files.

**Transferring your personal data abroad**

ENSIE only transfers your data to a non-EU country if it provides a level of protection equivalent to the level of protection that is guaranteed by EU Data Protection legislation.
Updating personal data about you

If any of the personal data that you have provided to us changes, for example, if you change your email address or if you wish to cancel any request you have made of us, or if you become aware we have any inaccurate personal data about you, please let us know by sending an email to ensie@ensie.org (subject: Personal Data Update). We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete Personal Data that you provide to us.

For how long do we retain your personal data?

We keep your data for the time necessary to accomplish the objectives pursued. Once this goal is achieved, we delete them. Therefore, your personal data will be deleted when it is no longer reasonably required for the Permitted Purposes or you withdraw your consent (where applicable) and we are not legally required or otherwise permitted to continue storing such data.

Your rights

You may, at any time, request to verify, access, rectify, delete, transfer and object to the use of your data, as well as request the limitation of such use of your data. To do so, simply send us an email at the following address: ensie@ensie.org. We will then make every effort to take the necessary action as soon as possible. You will receive an access form of which we kindly ask you to complete and specify which rights you want to exercise concerning your personal data.

Updates to this Privacy Policy

This Privacy Policy was last updated on May 2018. We reserve the right to update and change this Privacy Policy from time to time in order to reflect any changes to the way in which we process your personal data or changing legal requirements. In case of any such changes, we will post the changed Privacy Policy on our website or publish it otherwise. The changes will take effect as soon as they are posted on this website.

How to get in touch with ENSIE?

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments, please send an email to ensie@ensie.org or send us a letter to ENSIE, Rue Botanique 75, 1210 Brussels, Belgium.