

TOGETHER FOR SUSTAINABILITY AISBL

EVENTS PRIVACY NOTICE

Together for Sustainability AISBL ("We", "TfS", "TfS Office", "us", "our"), is committed to complying with EU Privacy Law. This privacy notice (the "Notice") describes how We process the Personal Data (as defined below) We collect from individuals registering and attending our events ("You", "your").

We are a data controller. This means that We are responsible for deciding how We collect and use (process) Personal Data about You. We are required under GDPR to notify You of the information contained in this Notice.

1. What Personal Data do We hold about You?

The Personal Data We collect about You are:

- (a) First name and last name;
- (b) Email address;
- (c) Name of the organization You belong to;
- (d) Function within the organization;
- (e) Dietary information, when food is provided at our events and You have specific restrictions You want to inform us of;
- (f) Your image, when photos are taken at our events;
- (g) IP address and device name, audio recordings (that might include your voice and opinions) your image, when, for instance, We record our events held on a virtual platform;
- (h) If you are a speaker, your biography and portrait picture.

All of the above the "**Personal Data**"

We typically collect Personal Data directly from You or from the organization You belong (in such case under the assumption that specific measures have been put in place by such organizations to lawfully provide us with your Personal Data).

2. How do We collect and process (use) your Personal Data? And on which legal basis?

We use your Personal Data for different purposes. These include:

- (a) To manage the registration and reserve a place for You at the event You registered to;
- (b) To provide You with information about the event, that includes event updates, possible changes, cancellation or similar information;

- (c) To provide You with information about accessibility, transportation, parking, etc. that may be useful for your attendance to the event;
- (d) As part of us recording our meetings;
- (e) To take pictures and videos of our event and upload pictures and videos/audio on our website to promote our activities;
- (f) To send You follow-up emails and inviting You to similar events You might be interested in.
- (g) To allow You to create your account on our event platform and conduct virtual networking activities.

Unless You are part of the TfS Community where We think it is our legitimate interest to have You invited and attending our events, We do so based upon your consent, obtained in the course of the registration process. You can object or withdraw your consent at any time, as indicated in s.6.

Furthermore, We may use your Personal Data to comply with our legal obligations. In particular, for purposes of health and safety or fire safety at an event, We will need to process your Personal Data relying on the legal basis of compliance with a legal requirement, i.e., public safety legislation.

Lastly, We only process minimal special categories of Personal Data about You, namely your dietary, or specific event's accessibility requests (that might amount to health information), subject to us obtaining your explicit consent. We will be deleting (or put beyond use) such data within a reasonable timeframe following an event.

3. Which third-parties process your Personal Data and for which purpose? Do We Share, Disclose or Transfer Personal Data?

In order to organize events, We may have to share or disclose your Personal Data with third-parties, including third-party service providers.

In particular, We share your Personal Data with:

- (a) IT experts who provide services to us (e.g., data storage or website administration);
- (b) Event management platforms or agencies, that facilitate the organization of the event on our behalf or assists us with managing the registrations and the logistics of the event;
- (c) Video conferencing applications, such as Microsoft Teams. We may share your Personal Data to provide You with access to the online event operated by those applications. When using video conferencing applications, Personal Data such as your IP address and device name may be collected by the operator in order to schedule and create a record of the meeting, improve and tailor your experience when using these applications. Where a meeting is recorded, Personal Data captured within the recording would typically be stored within the cloud service

used by the application. Where recording is taking place, You will be notified at the beginning of or as You enter the recording session.

- (d) Other companies We rely on in order to organize the events, such as catering companies.

We take reasonable and appropriate steps to ensure that the third-party effectively processes your Personal Data in a manner consistent with this Notice and our internal policies relating to EU Privacy Law.

We do not use other third-parties to process your Personal Data or otherwise transfer Personal Data outside of the EEA and/or disclose your Personal Data to other recipients than those mentioned in this Notice. If We were to do so, We will comply with EU Privacy Law. If You would like to know more about the measures We take to protect your Personal Data, You can contact us at info@tfs-initiative.com.

4. **Change of purpose**

We will only use your Personal Data for the purposes for which We collected it, unless We reasonably consider that We need to use it for another reason and that reason is compatible with the original purpose. If We need to use your Personal Data for an unrelated purpose, We will notify You and We will explain the legal basis which allows us to do so.

5. **How long will We retain your Personal Data?**

We retain your Personal Data in accordance with our Retention/Destruction Procedures and Policy. As a general principle, We keep your Personal Data only as long as it is necessary or as long as You don't object to the Processing.

We undertake, absent of any Processing activities within a period of 24 months, to delete the Personal Data We hold on You. However, We may retain your Personal Data under EU or national laws. We may retain electronic copies of files containing Personal Data created pursuant to automatic archiving or back-up procedures that cannot reasonably be deleted. In these cases, We shall ensure that the Personal Data are not further actively processed.

6. **Your rights in connection with Personal Data**

Under certain circumstances, by law You have the right to:

- (a) **Request access to your Personal Data.** This enables You to receive a copy of the Personal Data We hold about You and to check that We are lawfully Processing it.
- (b) **Request correction of the Personal Data** that We hold about You. This enables You to have any incomplete or inaccurate information We hold about You corrected.
- (c) **Request erasure of your Personal Data.** This enables You to ask us to delete or remove personal information where there are no good reasons for us continuing to process it. You also have the right to ask us to delete or remove

your Personal Data where You have exercised your right to object to Processing (see below).

- (d) **Object to Processing of your Personal Data** where We are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes You want to object to the Processing on this ground.
- (e) **Request the restriction of Processing of your Personal Data.** This enables You to ask us to suspend the Processing of Personal Data about You, for example if You want us to establish its accuracy or the reason for Processing it.
- (f) **Request the transfer of your Personal Data** to another party (data portability).

If You provided your consent to the collection, Processing and transfer of your Personal Data for a specific purpose, You have the right to withdraw your consent for that specific Processing at any time.

To withdraw your consent, object to the Processing, exercise any of your rights as Data Subject, or make queries or complaints, please contact us at info@tfs-initiative.com.

If You are dissatisfied with any aspect of our handling of your Personal Data, You have the right to make a complaint at any time to the Supervisory Authority.

7. **Effect of Notice and changes to Notice**

We may revise this privacy notice from time to time and any revisions will be made available to You prior to the event via our website or via email.

8. **Our contact details**

Together for Sustainability AISBL (TfS)
Rue Belliard 40, bte 20
1040 Brussels
Belgium
E: info@tfs-initiative.com
T: +32 2436 9620

9. **Glossary**

In this Notice:

"EU Privacy Law" means the General Data Protection Regulation 2016/679 ("GDPR") and the Belgian national privacy laws, as amended from time to time.

"Data Subject" means an identified or identifiable individual.

"Personal Data" means any information relating to an identified or identifiable natural person.

"Processing" means any operation performed on Personal Data, manually or by automated means, such as collection, recording, organization, storage, adaptation or

alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

"Supervisory Authority" means the Belgian Data Protection Authority or the relevant data protection authority of the data subjects' habitual residence or place of work.

Version No. 1
February 2021