

## PRIVACY AND COOKIES POLICY

This Privacy and Cookies Policy governs the processing of personal data belonging to users (hereinafter "User" or "Users") collected from the <http://union-ip.events> website (hereinafter "Website") by UNION-IP (hereinafter "**UNION-IP**") and reflects the latter's institutional commitment and diligences towards the privacy and processing of Users' personal data.

The provision of personal data for navigation in the Website is subject to express knowledge and acceptance of this Privacy and Cookies Policy.

### 1. PERSONAL DATA COLLECTION AND PROCESSING

#### 1.1. UNION-IP

UNION-IP is responsible for the processing of personal data belonging to Users and may process such data directly and/or through entities subcontracted for this purpose. Personal data collected from the Website will be processed in the terms described herein for the purpose of registering Users in UNION-IP events and providing information. Said personal data will also be used to comply with UNION-IP's legal and regulatory obligations (including, for example, compliance with its obligations regarding money laundering).

#### 1.2. Use of the Website

Website access and navigation in general does not necessarily require the provision of personal data.

However, the use of certain features of the Website requires the creation of an account and the provision of personal data (the "**Account**"). In these cases, users will only have access to the functionalities, products and services in question after providing the necessary personal data, which will be processed exclusively in accordance with and for the purposes described herein.

#### 1.3. Personal data

UNION-IP collects personal data processed for the purpose of registered the Users in UNION-IP's events. Personal data must be supplied for this purpose, otherwise it will not be possible to complete the registration process. Data collected by UNION-IP upon registration include the user's name, e-mail and password. UNION-IP may also collect additional optional data, in order to complete the Account.

Users who are not registered in the Account will be able to navigate the Website and view available content without registering.

## **2. PERSONAL DATA PROCESSING**

- 2.1. UNION-IP processes personal data for the purposes of completing registration on the Website and for managing and using the features available therein, processing registration for events, and for preparing statistics on how UNION-IP can improve the level of its services.
- 2.2. Upon your express consent, your data may also be processed for sending newsletters and institutional information regarding future events.
- 2.3. You may withdraw your consent to data processing for the purposes indicated in the previous paragraph at any time. If you do so, data will no longer be processed for this purpose, although this does not affect the validity of the data processing previously carried out based on your consent.

## **3. PERSONAL DATA DISCLOSURE**

UNION-IP may share your data with other participants of the event for which you have registered. In compliance with its legal obligations and to conclude the operations carried out through the Website, or on the basis of the consent provided for this purpose, UNION-IP may also forward your data to the competent entities, in accordance with the law.

## **4. USER RIGHTS**

- 4.1. In accordance with applicable law, you may, at any time, request access to your personal data, its rectification, elimination or limited processing, portability, or opposition to its processing (in the specific case of creating profiles and, as applicable, requesting clarification of the criteria used and/or opposing the creation of the profile). You may exercise these rights directly by sending an e-mail or by writing to UNION-IP, to the contact details provided in point 9 below.
- 4.2. You may also obtain confirmation that your personal data and access requests to same are processed. A copy of data being processed may be supplied to you at your request.
- 4.3. Pursuant to the law, you also have the right to withdraw your consent at any time, although this does not affect the validity of the data processing previously carried out based on your consent.
- 4.4. You also have the right, under the applicable law, to request limited processing or portability of your data, subject to the legally established conditions. You should therefore send a request using the contact details mentioned in 8.

## **5. PERSONAL DATA RETENTION**

Personal data collected through the Website will be kept after the ending of an event in order to facilitate the sending of newsletters and other institutional and marketing communications regarding UNION-IP and will be kept for as long as you consent to this. Once you have withdrawn your consent and/or checked the option to "unsubscribe" in any of our communications, your personal data will be deleted.

## 6. COOKIES

- 6.1. UNION-IP uses its own and third-party cookies to collect and retain information, so as to provide a more personalized service that meets Users' expectations.
- 6.2. The Cookie is a text file that is automatically stored in users' web browsers when they access certain websites. The cookie allows UNION-IP and third parties to identify the web browser on the server, store information aimed at improving user experience, and analyze and review Website performance.
- 6.3. Cookies may be classified into two groups: session or persistent. Session cookies expire automatically when you close your web browser. Persistent cookies remain in your web browser until they expire or are eliminated. Expiry dates vary according to the nature and purpose of each cookie, as per the information available through our list of cookies.
- 6.4. Cookies mentioned in this table will be used by UNION-IP, strictly for the following purposes:

Category	Description
<b>a) Strictly Necessary Cookies</b>	These cookies allow access to the main Website functionalities and are therefore always active. These include session and security cookies.
<b>b) Performance Cookies</b>	These cookies collect information about the use of the Website to improve the services provided and to evaluate its performance. Cookies may be used to test pages or features by measuring the reaction of users. Performance cookies used on the Website may be our own and/or belong to third parties.
<b>c) Marketing, Advertising and Social Media Cookies</b>	Marketing, Advertising and Social Media cookies are third-party cookies that allow connection to social networks and share multimedia content from our Website on those networks.

Some of these cookies help us adjust advertising outside our website to the interests of users. By disabling these cookies our content will no longer be directly shared in any social network.

- 6.5. Each User is linked to an individual cookie, which ensures data privacy and security. Statistical data is presented in aggregate form, not individually, and does not enable User identification. It is therefore possible to evaluate the performance of the Website, towards its constant improvement, to meet the User's needs and expectations.
- 6.6. Web browsers allow users to manage their cookies. Users can configure their device settings to accept all cookies, know when a cookie is set or never receive cookies. You can deactivate the cookies function through the web browser at any time, usually in the "Preferences" or "Tools" menu. See the "Help" menu for further details on configuration in your web browser.
- 6.7. Please note that by completely turning cookies off, some/all features of the Website may no longer be available.
- 6.8. For further details on cookies used on the Website, please see our list of cookies.

## **7. SECURITY**

- 7.1. UNION-IP guarantees the privacy and security in the transmission of User data using Secure Sockets Layer (SSL) encryption of all information exchanged with UNION-IP on the Internet.
- 7.2. UNION-IP also states that it uses and will continue to use all technical means at its disposal to prevent loss, misuse, alteration, unauthorized access or misappropriation of personal data provided or transmitted. In any case, it should be noted that, by circulating data on an open internet network, the risk of unauthorized access and use cannot be completely eliminated, meaning that the User must implement appropriate security measures when browsing the Website.

## **8. QUESTIONS**

If you have any questions related to the processing of your personal data and the exercise of the rights conferred to you by the applicable law and, in particular, referred to in this Policy, please contact us through the following means:

*E-mail:* [union-ip\\_sg@bede.be](mailto:union-ip_sg@bede.be)

Address: Boulevard General Wahis 15 - 1030 Brussels - Belgium

**9. CHANGES TO PERSONAL DATA PROCESSING TERMS**

UNION-IP may change this Privacy Policy at any time, in which event said changes will be duly made available on the Website.

23.04.2021