Privacy Policy – Belgian Cockpit Association (BeCA)

Welcome!

We consider the privacy of your personal data important!

We therefore comply with the applicable rules[1] and aim to explain clearly and transparently in this document how we process your personal data.

What exactly does processing personal data mean?

Personal data means any information relating to an identifiable natural person (such as you or me): your first and last name, address, blood group, sexual orientation, religion, telephone number, mobile number, etc.

Processing means collecting, storing, using, etc. such personal data.

Our association therefore processes certain personal data. We do not do so without reason. We use this information for the proper functioning and development of our association.

How can you contact us?

Do you have any questions or comments? Please do not hesitate to contact us.

Belgian Cockpit Association (non-profit association) -recognised professional association
Herlevingslaan 25/43
1140 Evere
beca@beca.be
0478 99 20 34

Did you know that this privacy statement is regularly updated and can be consulted on our website, www.beca.be?

Which personal data do we process, on what legal basis, and how do we handle them?

We have summarised this for you.

[1] The General Data Protection Regulation (GDPR), which came into force on 25 May 2018, and the Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data

Data Register 1 – Full Members (non-profit organisation)

Group of individuals whose personal data is processed by the association (tick the relevant box)		Members (de facto association)		Sponsors // donors
	X	Full Members (non profit organisation)		Supporters
		Affiliated members (non-profit organisation)		Suppliers
		Volunteers		Website users
		Board Members		Subscribers
		Participants		…
Legal basis (delete as appropriate) Necessity ~~Contract~~ - Law/regulations - Legitimate interests ~~Vital interests~~ ~~Public order~~ Consent				
What personal data? (tick the relevant box)	X	Name		Marital status
		National registration number	X	Nationality
		ID card number		Medical File (e.g. medical certificate)
	X	Address		Religion
	X	Email		Sexual orientation
	x	Phone number	X	Cookies: functional or non-functional
	X	Mobile phonenumber		Google Analytics / …
	x	Date of birth	X	Bank or payment details
	X	Photos		Details of voluntary work carried out
	X	Video	X	Professional details (employer/airline, CPT/FO role)
	x	Signature		…
	X	Gender		…
		Company registration number		…
Where are the personal details stored? (tick the relevant box)		On paper		
	X	On a computer located at the association's offices		
	X	On a computer not located at the association's offices		
	X	In a mailbox		
	X	In a cloud service[2] : e.g. Google Drive, Dropbox		
	X	In specific software programs/online programs		
		…		
		…		
		…		
How long is personal data retained?		10 years after membership ends		

[2]Google Drive

Who has access to personal data? (tick the relevant box or add further details)	X	Chairperson/secretary/…
	X	Board Members
		All Full Members (non-profit organization)
		All affiliated members (non-profit organization)
		All members (de facto association)
	X	People with responsibilities within the association (e.g. leaders, coaches, conductor, membership officer, etc.)
		…
		…
		…
Are personal data protected or secured? (tick the relevant box)		Physically locked away (e.g. locked cupboard/locked room)
		Documents with personal data are password-protected
	X	Systems in use are protected by a password and login
	X	Directors and staff are regularly informed about privacy
	X	There are confidentiality agreements in place within the association
		…
		…
What exactly is the personal data used for? (tick the relevant box)	X	Membership administration
		Insurance
	X	Communication (newsletters ,invitations, information leaflets, , etc…)
		Obtaining grants
	X	Accounting
	X	Optimising website, services, etc.
	X	Supplying services/goods
	X	Legal obligations (e.g. relating to members, volunteers, etc.)
		…
		…
Are personal data transferred? (tick the relevant box)	X	Supplier or service provider
		Members
		Other associations
		Umbrella organisation
	X	Insurance broker
	X	Bank
		Sponsor
	X	Association staff (in-house)
		Cleaning service
	X	IT services (web hosting – IT infrastructure – software programs):…
		…
		…
		…

Data Register 2 – Affiliates : jobseekers, expat, students, subscribers (non-profit organisation)

Group of individuals whose personal data is processed by the association (tick as appropriate)		Members (de facto association)		Sponsors // donors
		Full Members (non profit organisation)		Supporters
	X	Affiliated members (non profit organisation)		Suppliers
		Volunteers		Website users
		Board members		Subscribers
		Participants		…
Legal basis (delete as appropriate) Necessity ~~- Contract~~ - Law/regulations - Legitimate interests ~~- Vital interests~~ ~~- Public order~~ Consent				
What personal data? (tick the relevant box)	X	Name		Marital status
		National registration number	X	Nationality
		ID card number		Medical File (ex medical certificate)
	X	Address		Religion
	X	Email		Sexual orientation
	x	Phone number	X	Cookies: functional or non-functional
	X	Mobile phonenumber		Google Analytics / …
	x	Date of birth	X	Bank or payment details
	X	Photos		Details of voluntary work carried out
	X	Video	X	Professional details (employer/airline, CPT/FO role)
		Signature		…
	X	Gender		…
		Company registration number		…
Where is the personal details stored? (tick the relevant box)		On paper		
	X	On a computer located at the association's offices		
	X	On a computer not located at the association's offices		
	X	In a mailbox		
	X	In a cloud service[2] : e.g. Google Drive, Dropbox		
	X	In specific software programmes/online programmes		
		…		
		…		
		…		
How long is personal data retained?		10 years after membership ends		

[2]Google drive

Who has access to the personal data? (tick the relevant box or add further details)	X	Chairperson/secretary/…
	X	Board members
		All Full Members (non-profit organization)
		All affiliated members (non-profit organization)
		All members (de facto association)
	X	People with responsibilities within the association (e.g. leaders, trainers, conductors, membership officers, etc.)
		…
		…
		…
Are personal data protected or secured? (tick the relevant box)		Physically locked away (e.g. locked cupboard/locked room)
		Documents with personal data are password-protected
	X	Systems in use are protected by a password and login
	X	Directors and staff are regularly informed about privacy
	X	There are confidentiality agreements in place within the association
		…
		…
What exactly is the personal data used for? (tick the relevant box)	X	Membership administration
		Insurance
	X	Communications (newsletters ,invitations, information leaflets, , etc.)
		Obtaining grants
	X	Accounting
		Optimising website, services, etc.
	X	Supplying services/goods
	X	Legal obligations (e.g. regarding members, volunteers, etc.)
		…
		…
Are personal data transferred? (tick the relevant box)	X	Supplier or service provider
		Members
		Other associations
		Umbrella organisation
	X	Insurance broker
	X	Bank
		Sponsor
	X	Association staff (in-house)
		Cleaning service
	X	IT services (web hosting – IT infrastructure – software programs):…
		…

Data Register 3 – Suppliers

Group of individuals whose personal data is processed by the association (tick as appropriate)		Members (de facto association)		Sponsors // donors
		Full Members (non profit organisation)		Supporters
		Affiliated members (non-profit organisation)	X	Suppliers
		Volunteers		Website users
		Board members		Subscribers
		Participants		…
Legal basis (delete as appropriate) Necessity - Contract - Law/regulations - Legitimate interests ~~- Vital interests~~ ~~- Public order~~ Consent				
What personal data? (tick the relevant box)	X	Name		Marital status
		National registration number		Nationality
		ID card number		Medical file (e.g. medical certificate)
	X	Address		Religion
	X	Email		Sexual orientation
	x	Phone number	X	Cookies: functional or non-functional
	X	Mobile phonenumber		Google Analytics / …
		Date of birth	X	Bank details or payment details
		Photos		Details of voluntary work carried out
		Video		Professional details (employer, role CPT/FO,..)
	X	Signature		…
		Gender		…
	X	Company registration number		…
Where are the personal details stored? (tick the relevant box)		On paper		
	X	On a computer located at the association's offices		
	X	On a computer not located at the association's offices		
	X	In a mailbox		
	X	In a cloud service[2] : e.g. Google Drive, Dropbox		
	X	In specific software programs/online programs		
		…		
		…		
		…		
How long is personal data retained ?		10 years after membership ends		

[2]Google Drive

Who has access to personal data? (tick the relevant box or add further details)	X	Chairperson/secretary/…
	X	Board members
		All Full Members (non-profit organization)
		All affiliated members (non-profit organization)
		All members (de facto association)
	X	People with responsibilities within the association (e.g. leaders, trainers, conductors, membership officers, etc.)
		…
		…
		…
Are personal data protected or secured? (tick the applicable option)		Physically locked away (e.g. locked cupboard/locked room)
		Documents with personal data are password-protected
	X	Systems in use are protected by a password and login
	X	Directors and staff are regularly informed about privacy
	X	There are confidentiality agreements in place within the association
		…
		…
What exactly is the personal data used for? (tick the relevant box)		Membership administration
		Insurance
		Communications (newsletters, invitations, information leaflet, etc..)
		Obtaining grants
	X	Accounting
		Optimising website, services, etc.
	X	Supplying services/goods
	X	Legal obligations (ex relating to members, volunteers,..)
		…
		…
Are personal data transferred? (tick the relevant box)	X	Suppliers or service provider
		Members
		Other associations
		Umbrella organisation
		Insurance broker
	X	Bank
		Sponsor
	X	Association staff (in-house)
		Cleaning service
	X	IT services (web hosting – IT infrastructure – software programs):…
		…
		…
		…

Data Register 4 – Website users

Group of individuals whose personal data is processed by the association (tick as appropriate)		Members (de facto association)		Sponsors // donors
		Full Members (non profit organisation)		Supporters
		Affiliated members (non profit organisation)		Suppliers
		Volunteers	X	Website users
		Board Members		Subscribers
		Participants		…
Legal basis (delete as appropriate) Necessity ~~Contract~~ - Law/regulations - Legitimate interests ~~Vital interests~~ ~~Public order~~ Consent				
What personal data? (tick the relevant box)		Name		Marital status
		National registration number		Nationality
		ID card number		Medical File (ex medical certificate)
		Address		Religion
		Email		Sexual orientation
		Phone number	X	Cookies: functional or non-functional
		Mobile phonenumber		Google Analytics / …
		Date of birth		Bank or payment details
		Photos		Details of voluntary work carried out
		Video	X	IP address and technical website/log data (if recorded)
		Signature		…
		Gender		…
		Company registration number		…
Where are the personal data stored? (tick the relevant box)		On paper		
		On a computer located at the association's offices		
	X	On a computer not located at the association's offices		
	X	In a mailbox		
	X	In a cloud service[2] : e.g. Google Drive, Dropbox		
	X	In specific software programs/online programs		
		…		
		…		
		…		
How long is personal data retained?		10 years after membership ends		

[2]Google Drive

Who has access to personal data? (tick the relevant box or add details)		Chairperson/secretary/…
		Board Members
		All Full Members (non-profit organization)
		All affiliated members (non-profit organization)
		All members (de facto association)
	X	People with responsibilities within the association (e.g. leaders, trainers, conductors, membership officers, etc.)
		…
		…
		…
Are personal data protected or secured? (tick the relevant box)		Physically locked away (e.g. locked cupboard/locked room)
		Documents with personal data are password-protected
	X	Systems in use are protected by a password and login
	X	Directors and staff are regularly informed about privacy
	X	There are confidentiality agreements in place within the association
		…
		…
What exactly is the personal data used for? (tick the relevant box)		Membership administration
		Insurance
		Providing information (invitations, information leaflets, newsletters, etc.)
		Obtaining grants
		Accounting
	X	Optimising the website, services, (Matomo)etc.
		Providing services/goods
		Legal obligations (e.g. regarding members, volunteers, etc.)
		…
		…
Is personal data transferred? (tick the relevant box)		Supplier or service provider
		Members
		Other associations
		Umbrella organisation
		Insurance broker
		Bank
		Sponsor
		Association staff (in-house)
		Cleaning service
	X	IT services (web hosting – IT infrastructure – software programs):…
		…
		…
		…

Data Register 5 – Board members

Group of individuals whose personal data is processed by the association (tick as appropriate)		Members (de facto association)		Sponsors // donors
		Working members (non-profit organisation)		Supporters
		Admitted members (non-profit organisation)		Suppliers
		Volunteers		Website users
	X	Board members		Subscribers
		Activity participants		…
Legal basis (delete as appropriate) Necessity ~~Contract~~ - Law/regulations - Legitimate interests ~~Vital interests~~ ~~Public order~~ Consent				
What personal data? (tick the relevant box)	X	Name		Marital status
		National registration number		Nationality
		ID card number		Medical File (e.g. medical certificate)
	X	Address		Religion
	X	Email		Sexual orientation
	x	Phone number	X	Cookies: functional or non-functional
	X	Mobile phonenumber		Google Analytics / …
	x	Date of birth	X	Bank details or payment details
	X	Photos		Details of voluntary work carried out
	X	Video	X	Professional details (employer, role CPT/FO,..)
	X	Signature		…
	X	Gender		…
		Company registration number		…
Where are the personal data stored? (tick the relevant box)		On paper		
	X	On a computer located at the association's offices		
	X	On a computer not located at the association's offices		
	X	In a mailbox		
	X	In a cloud service[2] : e.g. Google Drive, Dropbox		
	X	In specific software programs/online programs		
		…		
		…		
		…		
How long is personal data retained?		10 years after membership ends		

[2]Google Drive

Who has access to personal data? (tick the relevant box or add further details)	X	Chairperson/secretary/…
	X	Board members
		All Full Members (non-profit organization)
		All affiliated members (non-profit organization)
		All members (unincorporated association)
	X	People with responsibilities within the association (e.g. leaders, trainers, conductors, membership officers, etc.)
		…
		…
		…
Are personal data protected or secured? (tick the relevant box)		Physically locked away (e.g. locked cupboard/locked room)
		Documents with personal data are password-protected
	X	Systems in use are protected by a password and login
	X	Directors and staff are regularly informed about privacy
	X	There are confidentiality agreements in place within the association
		…
		…
What exactly is the personal data used for? (tick the relevant box)	X	Membership administration
	X	Insurance
	X	Communications (newsletters, invitations, information leaflets, , etc.)
		Obtaining grants
	X	Accounting
		Optimising website, services, etc.
	X	Supplying services/goods
	X	Legal obligations (e.g. regarding members, volunteers, etc.)
		…
		…
Are personal data transferred? (tick the relevant box)	X	Supplier or service providers
		Members
	X	Other associations
		Umbrella organisation
		Insurance broker
	X	Bank
		Sponsor
	X	Association staff (in-house)
		Cleaning service
	X	IT services (web hosting – IT infrastructure – software programs):…
		…
		…
		…

Please note: where the processing of personal data is based on the data subject's explicit consent, that a person always has the right to withdraw their consent. Such withdrawal does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal. If this applies to you, please contact us!

What happens if something goes wrong when processing your personal data?

Under GDPR rules, a serious breach of the security of personal data must be reported to all affected persons within 72 hours. This measure applies where there is a high risk to the rights and freedoms of those concerned.

The breach will also be reported to the competent data protection authority in accordance with the applicable legal procedures.

Finally, we will do everything we can to resolve these problems as quickly as possible and update our security policy to prevent similar incidents in the future.

Can your personal data be shared with third parties?

Where necessary to achieve the stated purposes, we will share your personal data with third parties.

We will not disclose the information provided to other third parties unless required and permitted by law.

We may also share personal data with third parties if the data subject gives us permission to do so.

Personal data will not be transferred to a country outside the European Economic Area unless explicit consent has been given or such a transfer is necessary.

What are your rights?

You have the right to access your personal data at any time and to have them corrected if they are inaccurate or incomplete, to have them erased in principle, to restrict their processing, and to object to the processing of personal data concerning you.

You also have the right to receive a copy of your personal data (in a structured, commonly used and machine-readable format) or to request that your personal data be transferred to a third party. In such cases, we may ask you to verify your identity before fulfilling your request.

How do we handle photographs and videos?

The association handles photographs and videos with care.

The association requests consent to take and use images. Consent may be explicit (by signing a document) or implicit (for example, by posing for a photograph). There are also exceptions where consent is not required (for example, a group of people).

The association may also take photographs and videos at its events, activities, etc. This will be clearly indicated at the event. These images may be used on the Facebook page, website, in event reports, archives and promotional materials. By attending these events and activities, participants implicitly consent to the taking and use of unposed, spontaneous photographs and general event images.

Anyone who has concerns (even after the event) about the taking or use of a photograph, including afterwards, can easily contact the association.

Where can you submit a complaint?

You may always contact our association if you have a complaint. Our contact details are included in this privacy statement.

You also have the right to lodge a complaint with the Belgian Data Protection Authority (Rue de la Presse 35, 1000 Brussels, or via

https://www.gegevensbeschermingsautoriteit.be/publications/klachtenformulier.pdf).

Disclaimer

This privacy statement has been prepared carefully and to the best of the author's ability and must be read together with the accompanying book "GDPR voor verenigingen stap voor stap" ("GDPR for Associations Step by Step"). The author cannot guarantee the accuracy or completeness of the information in any way. The author cannot be held liable for any damage of any kind resulting from actions and/or decisions based on this information and/or the use of documents, or arising in any way from their use.