

PAYBELGIUM PRIVACY POLICY

This privacy policy applies to all persons with whom PayBelgium interacts and in particular to (i) all persons acting on behalf of members or member candidates of PayBelgium, as well as to (ii) all attendees of seminars, webinars, meetings or other events that PayBelgium may organise or promote.

It describes the conditions under which PayBelgium as data controller¹ processes your personal data². It also describes your rights and obligations regarding that processing.

The data processing is subject to EU Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of data and repealing Directive 95/46/EC (GDPR).

Please communicate this privacy policy to your employees or other representatives, if relevant. If you communicate the contact details of another person in your organisation to PayBelgium, you acknowledge having informed that person of this privacy policy and, where required, having obtained that person's consent for the communication.

Collected data

PayBelgium collects general identification information about all individuals with whom it interacts. General identification data include the individual's name, title, position, company name, professional and/or private e-mail and/or private address, fixed and/or mobile phone number as well as any similar information the individual may provide (e.g. by e-mail or through providing business cards).

In addition, if you are acting on behalf of a member or candidate member of PayBelgium or if you are a registered attendee at a meeting or an event that PayBelgium organises, PayBelgium also collects the following categories of personal data relating to you, as part of its activities:

- your profession and function;
- your education and relevant professional experience;
- your photograph;
- your membership status;
- your participation in PayBelgium events; and
- where applicable, your participation in PayBelgium working groups and committees (including the fact of your attendance at the meetings and any personal information that public or official authorities may require to facilitate your attendance (e.g. your date of birth) as well as your involvement in any document they produce).

PayBelgium may also process (i) so-called sensitive personal data about yourself (such as your dietary requirements which may infer health-related or religious data), and (ii) any information you voluntarily provide when completing our membership application form or events registration form.

¹ The "data controller" is the legal entity that decides on the purpose and means of personal data processing.

² "Personal data" are data that relate to an identified or identifiable individual, such as yourself and your employees or other representatives.

Purpose of collecting the data

PayBelgium only handles personal data relating to its members and candidate members for specific purposes based on your consent or our legitimate interest, which is to manage the relationship with you.

In particular, PayBelgium handles those personal data for the purpose of:

- membership administration (including sending you requests for input for positions and requests for information for research purposes);
- networking;
- sharing information among members and with official and public bodies;
- making the data available on the website of PayBelgium; and
- direct marketing purposes (including sending you information about our activities).

PayBelgium only handles personal data relating to registered attendees at meetings or events organised by PayBelgium for specific purposes based on your consent or our legitimate interest.

In particular, PayBelgium handles those personal data for the purpose of:

- the organisation of those meetings and events;
- attendees' administration;
- networking;
- administration of mobile applications; and
- direct marketing purposes (including sending you information about our activities).

Security and confidentiality of data

PayBelgium has implemented appropriate measures to ensure a level of security and confidentiality to your personal data to protect it against accidental or unlawful destruction or alteration, accidental loss, unauthorised disclosure or access and against other unlawful forms of processing.

Further undertakings by PayBelgium

When handling your personal data, PayBelgium:

- only collects and processes personal data which are adequate, relevant and not excessive, as required to meet the above purposes;
- ensures your personal data are not kept longer than necessary (unless otherwise legally required, your personal data will be stored for a period not exceeding five years from the end of your membership or your latest participation to one of our meetings or events);
- ensures that your personal data remain up to date and accurate (to that effect, PayBelgium may request you to review and update the personal data it holds about you; you are also invited to spontaneously inform us whenever there is a change in your personal circumstances to ensure your personal data are kept up-to-date); and
- processes personal data strictly as required for the relevant purposes listed above, the data with respect to attendees to PayBelgium's events being accessed and processed solely by the persons in charge of the events, under the supervision of the secretary-general, who is subject to an obligation of confidentiality.

Access to and transfer of personal data

PayBelgium may only disclose your personal data to the following specific categories of recipients: our IT and personal assistance service providers, event organisers and sponsors. Whenever required, personal data may also be communicated to the relevant public authorities in Belgium and abroad.

By registering to a meeting or an event organised by PayBelgium, you agree that PayBelgium shares your name and contact details with the other attendees.

Your rights with respect to your personal data

You have the following rights with respect to your personal data under the conditions and within the limits set out in the applicable data protections regulations:

- to access them and if any information relating to you is incorrect, incomplete or out of date, to request their correction;
- to request their erasure or the restriction of their processing, or to object to their processing; and
- to request their portability, that is their return to you or their transfer to a someone else of your choice in a structured, commonly used and machine-readable format.

You also have the rights to withdraw your consent at any time regarding any of the above data processing. Exercising that right will not affect the lawfulness of our processing based on your consent before its withdrawal.

You can exercise your rights with respect to your personal data by sending an e-mail to PayBelgium at info@paybelgium.be or by sending a dated and signed letter to PayBelgium (Rue de la Loi 38, 1000 Brussels) with a scan of your identity card for identification purposes.

If you are not satisfied with the way we process your personal data, please let us know and we will investigate your concern using the above communication means. If you are not satisfied with our response, you have the right to make a complaint to the competent data protection authority, that is the Belgian Privacy Commission (<https://www.privacycommission.be>)

Changes to this privacy policy

Changes or additions to the processing of your personal data as described in this privacy policy, such as the addition of other purposes for processing your personal data or of new recipients of that data, will be notified to you through amendments to this privacy policy, as it is available on our website (www.paybelgium.be) or through individual notice