

ASV - Antwerp Shipping Federation VZW is committed to your privacy and wants to be fully transparent about the way your personal data are collected and processed in the context of our services and activities as a professional association.

Personal data means all information that is present in our files about identified or identifiable natural persons.

Unless otherwise stated, we process your personal data ourselves. No external processing of your data takes place by third parties.

Why do we keep track of your data?

1. Members of the association

We need your data to manage your membership of our association, as well as to provide all our members with an optimal service.

Keeping our members well-informed is one of our core tasks, so we will keep your details to send you our circulars on request, to invite you to events or information sessions, or to answer to your questions.

We are an active part of the community of Antwerp ship agents, and we want to stay in constant contact with you, and to easily communicate with you.

We also seek to involve you as much as possible in our actions and policy making. A professional association is only as strong as the sum of its members, and the knowledge that these members can contribute in our dossiers is crucial. We will therefore keep your personal data in the context of internal or external mandates, or in the context of your participation in internal or external working groups or work meetings.

2. Third parties

We also keep your personal data when you are part of the network that we want or need to stay connected with in the context of our activities and services, and to properly defend our members' interests.

In addition, we can also keep track of your personal data if your employer sells goods or renders services to our association.

Personal data of persons other than those described above are not kept by us.

Which data are concerned?

We keep no other information about you than the information necessary to fulfil, to the best of our abilities, our role as association serving the community of Antwerp ship agents, or which are necessary to support our operations.

We also only keep professional data that are related to your employer and the position you hold within the company or organisation that you work for. The number of data that we keep about you is therefore very limited.

It only concerns data such as your name, work email address, fixed and mobile telephone numbers and your position within the company where you work.

Exceptionally, and if imposed by law (e.g. for mandates to be published in the Belgian State Gazette), we also have other information such as private address, date of birth or a number of an identity card. This information is only used in the context for which it was requested by us, and provided by you.

In the majority of cases we receive your personal data from you or from your employer.

Applicable legislation

Your personal data is processed in accordance with the rules of the European privacy legislation, the GDPR regulation (General Data Protection Regulation).

More information about this legislation can be found on the website of the Data Protection Authority - see

<https://www.gegevensbeschermingsautoriteit.be>

For each processing activity we can refer to a relevant legal purpose that is provided for in the above legislation.

How long are your data stored?

We do not store your personal data longer than is strictly necessary and / or legally required to achieve the purpose for which they are collected (see "Why do we keep your data?" above).

If your employer terminates the membership with our association or if you are no longer employed by a company that is a member of our association, we will no longer keep your data unless you explicitly request us to do so yourself.

This is also the case if you leave the network that we keep in contact with in function of our activities and services to our members, if your employer is no longer a supplier to our association, or if you no longer work for such supplier.

How are your data stored and secured?

We and our IT service providers have taken adequate technical and organizational measures to ensure the safe processing and storage of your personal data. This occurs within the European Union.

These measures are aimed at preventing all forms of abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. They correspond to the nature of the processed personal data and are proportional to the potential severity of the risk.

Should a data breach nonetheless occur, we will immediately take all possible measures to minimize the consequences for you. Should your rights be harmed as a result, you will be informed about this by us. We will also report data leaks to the Privacy Commission.

Are your data shared with third parties?

Your data will not be passed on to third parties, either inside or outside the European Union, unless compelled by activities organized by our association in which you participate, or by law.

Cookies

Our website only uses cookies to improve its functionality. These are the following :

- **ASP.NET_SessionId**: a technical cookie used by the server to link the session with the browser. This cookie contains no user information.
- **ASVAuth**: a cookie that is only present when a user logs in (with login and password). This contains an encrypted login string so that we know that this user is logged in. However, no user information such as the login or password is being kept.
- **CMS_Localization-CurrentLang**: this cookie keeps track of site language chosen by the user, but stores no identifiable user data.
- **Ic_ ~ _img_user_carouselimages**: this cookie keeps only technical information, no identifiable user data.

Furthermore, we keep the IP address of all visitors in the server logs. These logs can be used, among other things, to compose statistics on the number of (unique) visitors, their country of origin and from which other site they have been directed. If a user is logged in, his username is also kept but no reports are made of this.

If you determine that other cookies have been placed on our website, we thank you for notifying us so that we can take the necessary measures and adjustments.

Cookies have no added value for our operation and our services.

What are your rights?

You always have the right to view, correct or have removed the personal data that our association maintains about you. If you wish to exercise this right you can send a request to hilde.bruiggeman@asv.be which will be given due follow up within 4 weeks at the latest.

In those cases where the legal basis for which we use your data is based on your consent, you can at any time withdraw this consent.

Do you have questions or complaints?

For any questions and / or complaints regarding the processing of your personal data- that you might have despite all our best efforts, please contact hilde.bruiggeman@asv.be, tel +323229901.

You also have the right to file a complaint with the Data Protection Authority if you are of the opinion that we do not handle your personal data in compliance with EU GDPR legislation – see

<https://www.databeschermingsautoriteit.be>