**PRIVACY STATEMENT**

Djapo is committed to protecting your personal data and that your privacy is respected.

In this privacy statement we want to give clear and transparent information about how we handle personal data. We make every effort to ensure your privacy and therefore handle personal data with care. Djapo adheres in all cases to the applicable laws and regulations, including the General Data Protection Regulation.

This means that Djapo:

- processes your personal data in accordance with the purpose for which you provided them to us. These purposes and types of personal data are described further on in this Privacy Statement;

- processes your personal data only for the purposes for which you have given your consent (e.g. sending the newsletter), or for which Djapo has another legal basis (e.g. execution of a contract when purchasing material);

- asks for your express consent if we need it to use your personal data. In doing so, we also explain the purposes for which we will use that data;

- takes appropriate technical and organizational measures so that your data is kept safe;

- does not pass on personal data to other parties, unless this is necessary to achieve the purpose for which you gave it to us (e.g. delivery of materials);

- is aware of your rights regarding your personal data and will respect them. Djapo wants to make you aware of this.

Djapo is responsible for the processing of your personal data. If you have any questions after reading our privacy statement, or in a more general sense, please feel free to contact us at:

Djapo

Ortolanenstraat 6

3010 Kessel-Lo

info@djapo.be

0460 95 71 01.

**Why do we process personal data?**

Djapo processes your personal data for the following purposes and on the basis of the following legal grounds (legal grounds are listed in brackets):

- For sending newsletters and invitations (based on explicit consent of the data subjects or their legal representatives).

- For participation in Djapo activities or for the delivery of materials ordered (pursuant to the performance of a contract)

- For obtaining government funding and in that connection, the necessary reporting (pursuant to a legal obligation)

- For the realization of our substantive and financial objectives: Djapo strives for a representative reach within the educational landscape and must also generate its own income from activities (based on a legitimate interest, i.e. the continued existence of the organization)

For the above purposes, Djapo may request, store, collect and process the following personal data from you:

- Personal identity data : name, first name, (work) address, phone number, e-mail;

- Other data in the context of a participation in one of our activities (personal characteristics such as gender, occupation & job; image and sound recordings).

Djapo uses the collected data only for the purposes for which we obtained the data.

**Cookies**

Djapo uses performance cookies on its website (matomo) to collect information about the number of unique visitors to our website, most visited web pages and most frequently downloaded lessons.

**Provision to third parties**

The data you provide to us may be disclosed by Djapo to third parties as necessary to carry out the purposes described above. For example, Djapo uses a third party for:

- providing the Internet environment (web hosting);

- taking care of IT infrastructure (including IT network, ...);

- providing (and distributing) newsletters and invitations;

- collecting anonymized website user data (IP addresses);

- layout of image material (e.g. for the magazine) on which the person depicted is clearly identifiable.

Djapo never passes on personal data to parties with whom we have not concluded a processing agreement. Djapo makes the necessary agreements with these parties (processors) to ensure the security of your personal data. Furthermore, Djapo will not disclose your data to third parties unless required and permitted by law (e.g., in the case of a legal investigation).

In addition, Djapo may share your personal data with third parties if you give us (written) permission to do so. You have the right to withdraw this consent at any time, without prejudice to the lawfulness of the processing before its withdrawal.

Djapo does not provide personal data to parties outside the EU unless you give your prior (written) consent.

**Data Security.**

Djapo takes appropriate technical and organizational measures to protect your personal data from unlawful processing. Concrete measures Djapo has taken:

- All persons who may learn of your data on behalf of Djapo are bound to secrecy.

- All systems containing personal data are protected with a username and password;

- Djapo pseudonymizes personal data;

- Djapo makes backups of personal data in order to restore it in case of physical or technical incidents;

- Djapo regularly tests and evaluates security measures;

- Our employees are informed about the importance of protecting personal data.

**Your rights regarding your data**

You have the right to access, correct or delete your personal data. How to contact us is indicated at the top of this privacy statement.

You can also object (oppose) to the processing of your personal data (all or part of it) by us or one of our processors.

You also have the right to have us transfer your data to yourself or on your behalf directly to another party. Djapo may ask you to identify yourself before we transfer your data.

**Complaints**

If you have a complaint about the processing of your personal data, Djapo asks you to contact us directly at info@djapo.be. You always have the right to file a complaint with the Privacy Commission, which is the supervisory authority in the field of privacy protection.

**Change of privacy statement**

Djapo may change its privacy statement. The last change happened on March 23, 2023 with the adaptation to our new phone number. Older versions of our privacy statement will be stored in our archives. Send an e-mail to info@djapo.be if you want to consult them.

Still have questions about our privacy statement? Do not hesitate to contact 0460 95 71 01.