

PERSONAL DATA PROTECTION STATEMENT

FOREWORD

This privacy policy provides you with detailed information relating to the protection of your personal data by the Federal Public Planning Service Science Policy (“BELSPO”, “we”). The main purpose is to inform you which categories of personal data we use, the reasons why we use and share such data, how long we keep it and how you can exercise your rights for this processing. BELSPO is data controller for the processing of your personal data in relation to its activities. Your personal data are protected in accordance with the European Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (entered into force on 25 May 2018) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and with the Belgian law of 30/07/2018 on the protection of the privacy with regard to the processing of personal data.

THE PURPOSES AND LAWFULNESS OF THE PROCESSING

In the framework of the “Science4Policy Programme” processing, personal data is collected and processed in order to:

- provide you with information;
- answer your questions;
- coordinate and consult networks of experts (for evaluation of project proposals);
- manage, coordinate and promote the files/projects that concern you;
- manage the advisory and strategic committees.

Data are also collected and processed:

- for statistical and qualitative purposes;
- to improve the quality of our services.

BELSPO justifies the lawfulness of the use of your personal data in the framework of this processing by:

- the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO;
- the performance of a contractual relationship;
- the consent you have given for the concerned processing (transfer of personal data to non-EU experts for project evaluation purposes, publication of professional contact information on our website or other communication channels, ...).

PROCESSED DATA IN THE FRAMEWORK OF THIS PROCESSING

BELSPO collects and uses only personal data that are necessary in the framework of this processing. We are processing the following categories of data:

- identification information (name, surname, IP address);
- contact information (postal and e-mail address, phone number);

- personal characteristics (gender, language);
- education and employment information (e.g.: level of education, employment, employer (name, type, website), function, expertise, labour contract, estimated full time yearly, monthly cost, estimated months on the project);
- financial data (bank account details);
- data from your interactions with BELSPO through our websites, our ICT applications, calls, e-mails, interviews, ...
- If the research involves humans as research objects, has the relevance of sex/gender to the research topic been analysed?
- Does the methodology ensure that (possible) gender differences will be investigated; that sex/gender differentiated data will be collected and analysed throughout the research project?
- Does the proposal explicitly and comprehensively explain how gender issues will be handled?
- Have possibly differentiated outcomes and impacts of the research on women and men have been considered?
- Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex/gender differences in your data?
- Are the groups involved in the project (e.g. samples, testing groups) sex/gender balanced? and is data analysed according to the sex/gender variable?

HOW DO WE COLLECT YOUR PERSONAL DATA?

The data may either be directly obtained from you (when you surf on the Science4Policy-website, when you fill in forms related to calls for proposals or when you contact us) or from the following sources in order to verify or enrich our databases:

- publications/databases made available by official authorities (e.g. the official journal);
- databases made publicly available by third parties;
- websites/social media pages containing information made public by you (e.g. your own website or social media);
- personal data shared by public or private authorities/organization in the framework of their general interest missions in accordance with the legislation;
- Submitted project proposals.

COOKIES

Cookies are small information files that are automatically recorded by your browser on your computer or mobile device, such as your choice of language on a website. For more information over how this website uses cookies, please consult our cookies policy.

WHO DOES BELSPO SHARE YOUR PERSONAL DATA WITH?

The data we process about you are treated as confidential by the concerned services of BELSPO. They are transferred only to the institutions that are authorised to receive these data when required by law. BELSPO will not disclose personal data to third parties for direct marketing

purposes. In order to fulfil the above-mentioned purposes, BELSPO more specifically shares your personal data with:

- The experts formally designated to evaluate your project;
- Members of the advisory and strategic committees for the evaluation of your project;
- The other promoters of your project, as well as the rectors and/or directors.

Any transfer of personal data outside the European Union will be carried out only with the guarantees required by the European Regulation on the Protection of Personal Data EU 2016/679.

STORAGE DURATION

The personal data are retained for a period not exceeding the necessary for the purposes for which it is processed in compliance with legal, regulatory, contractual delays or with the provisions of the State Archives of Belgium. In exceptional circumstances, such as legal proceedings, your personal data may be stored for a longer period of time.

SECURITY

BELSPO guarantees the security (integrity and confidentiality) of your personal data. It is protected against unauthorised access, unauthorised use, loss and unauthorised changes.

To this end, BELSPO uses security methods and procedures that we will not describe in detail here for security reasons.

Please note: appropriate physical, technical and organisational measures are taken to guarantee a level of security that is appropriate with regard to the risks.

WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

RIGHT TO ACCESS

You can obtain information relating to the processing of your personal data, and a copy of such personal data.

RIGHT TO RECTIFICATION

Where you consider that your personal data are inaccurate or incomplete, you can require that such personal data will be modified accordingly.

RIGHT TO OBJECT

You can object to the processing of your personal data, on grounds relating to your particular situation.

It is not possible for you to use your right of objection for the processing of personal data done by BELSPO on a legal basis. If your personal data are processed in the framework of the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO, you can exercise your right of objection unless there are legitimate and compelling grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims.

RIGHT TO ERASE

Under certain grounds, you can require the deletion of your personal data unless the concerned processing is necessary for the compliance with a legal obligation or for the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO or for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

RIGHT TO RESTRICTION OF PROCESSING

You can request the restriction of the processing of your personal data when you exercise your right of objection, when you consider that your personal data are inaccurate, when their treatment is unlawful, or when you need it for the establishment, exercise or defence of your legal rights.

RIGHT TO DATA PORTABILITY

Without prejudice to the rights and freedoms of others, you have the right to receive the personal data provided to BELSPO, in a structured, commonly used and machine-readable format and to transmit those data to another controller where:

- the processing is based on consent or on a contract; and
- the processing is carried out by automated means.

Be careful: your request may be refused by BELSPO when your personal data are processed in the framework of the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO.

RIGHT TO WITHDRAW YOUR CONSENT

Where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time. This right is exercised without prejudice to BELSPO to invoke other legal basis justifying and making necessary the concerned processing.

Your application will be processed within 30 calendar days. If your application is complex or if our department has to deal with a large number of applications, that period may be extended by 60 days.

Please send an e-mail or letter to our Data Protection Officer together with a scanned copy or paper copy of your identity document containing your signature to the following address in order to exercise your rights:

By e-mail:

dpo@belspo.be

By post:

Public Planning Service Science Policy
Data Protection Officer - Chairman's Services
WTC III
Simon Bolivarlaan 30 Boulevard Simon Bolivar
B-1000 Brussels

COMPLAINTS

If you consider that the Public Planning Service Science Policy has not processed your personal data in accordance with the applicable regulations, you are entitled to lodge a complaint with the Data Protection Authority:

Data Protection Authority

Persstraat35

Rue de la Presse 35

1000 Brussels

E-mail: contact@apd-gba.be

CONTACT

Should you need more information about our data protection policy, please contact our data protection officer:

By e-mail:

dpo@belspo.be

By post:

Public Planning Service Science Policy

Data Protection Officer - Chairman's Services

WTC III Simon Bolivarlaan 30 bus 7 Boulevard Simon Bolivar bte 7

B-1000 Brussels 11.

Update of this personal data protection statement: in a world of constant technological changes, we may need to regularly update this privacy policy. All changes will be indicated in future amended versions of this document.