

INTERNATIONAL CATHOLIC MIGRATION COMMISSION (ICMC) EUROPE
DATA PROTECTION NOTICE

17/05/2018

1. NOTICE STATEMENT

ICMC Europe established in 1994 (the "**Association**") has prepared this data protection notice (the "**Notice**") to describe its practices regarding the collection, use, storage, transfer and other processing of individually identifiable information about you ("**Personal Data**"). The Association is the controller responsible for the processing of Personal Data described in this Notice.

2. WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT

2.1 Legal basis

The processing of your Personal Data described in this Notice is based on your consent.

2.2 What Personal Data we collect and use

The categories of Personal Data that the Organisation processes are:

- **Personal details and contact information:** this includes without limitation name, surname, e-mail and telephone details, work address and job title.

2.3 How we use Personal Data

Except where restricted by local law, the Organisation uses the Personal Data listed above for the following purposes.

- **Communications:** Sending invitations and communications related to our events, as well as relevant publications, project updates and news.

3. HOW WE STORE PERSONAL DATA AND WHO CAN ACCESS IT

The Association maintains an automated record of your Personal Data. Additionally, the Association maintains Personal Data in various digital documents, namely event attendee lists and meeting score records.

The persons and entities that can have access to your Personal Data are:

- All Association staff in Brussels; and

- From time to time, the Association may also need to disclose Personal Data to other parties, such as any organisation with whom the Association co-organises an event. The Association may share Personal Data with these third parties when it is necessary for the purposes of the organisation of these events.

Where the Association engages a third party processor to process Personal Data on its behalf, such as those listed above, the Association will delegate such processing in writing, will choose a processor that provides sufficient guarantees with respect to technical and organisational security measures governing the relevant processing, and will obligate the processor to act on the Association's behalf and under the Association's instructions. In addition, the Association will impose in writing appropriate data protection and information security requirements on such third party processors.

4. SECURITY

The Association maintains appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and/or against accidental loss, alteration, disclosure or access, or accidental or unlawful destruction of or damage to Personal Data. These measures are aimed at ensuring the on-going integrity and confidentiality of Personal Data. The Association evaluates these measures on a regular basis to ensure the security of the processing.

5. DATA RETENTION

The Association will retain your Personal Data for two years, unless you withdraw your consent to the processing of your Personal Data earlier. The Association will retain your Personal Data in accordance with applicable legal requirements, and only for as long as necessary for the purposes described in this Notice or as long as required by law or to defend potential legal claims.

6. YOUR RIGHTS

You have the right to withdraw your consent to the processing of your Personal Data at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

To the extent required by applicable law, you have the right to: i) have access to your Personal Data; ii) the right to have inaccurate data corrected or removed; (iii) the right to restrict the Association's use of your Personal Data; (iv) the right to receive your Personal Data in a usable electronic format and transmit it to a third party (right to "data portability"); and (v) the right to lodge a complaint with their local data protection authority.

In particular, the Association is committed to working with you to obtain a fair resolution of any complaint or concerns about privacy. If, however, you believe that the Association has not been able to assist with your complaint or concern, you have the right to make a complaint with the competent authority of the EU Member State where you reside or work or where you believe that your rights have been infringed.

If you have any questions regarding this Notice or you want to exercise your rights please contact Petra Hueck or Magdalena Boehm at ICMC (hueck@icmc.net / boehm@icmc.net).

7. NOTICE UPDATES

In case of any material changes to the way in which the Association collects or uses Personal Data, the type of Personal Data it collects or any other aspect of this Notice, the Association will issue a revised Notice.