

ERGO NETWORK

PROTECTION OF PERSONAL DATA

ERGO NETWORK attaches great importance to the protection of personal data that it is required to process as data controller in the context of its activities. Processing refers to all operations applied to data that directly or indirectly identify a natural person, such as collection, recording, organization, structuring, storage, adaptation or modification, extraction, consultation, use, provision, linking or interconnection, limitation, erasure or destruction.

The purpose of this document is to provide the persons concerned by this processing with the information required by the applicable regulations and in particular by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons at the with regard to the processing of personal data and the free movement of such data (General Data Protection Regulation or "GDPR").

1. Identity and contact details of the controller and the data protection officer

ERGO NETWORK whose head office is located at 1050 Ixelles, Rue d'Edimbourg 26, and registered with the Banque Carrefour des entreprises under number BE 0782.797.522 (hereinafter "ERGO NETWORK"), represented by its Managing Director, Gabriela HRABANOVA is responsible for certain processing of personal data that it carries out within the framework of its activities provided for by its statutory mission.

ERGO NETWORK processes personal data of:

- the organization's own staff for the purposes provided for by Belgian labour legislation, i.e. *personal details, home address, family composition, salary and other benefits related to remuneration, bank account, employment contract and amendments.*
- Consultants recruited for specific functions within the framework of the various projects: *personal details, address, VAT number, bank account.*
- Visitors to the website www.ergonetworg.org: *IP address* – see <http://ergonetworg.org/privacy-policy/>.
- www.RomaReact.org website (*IP address, email, username, comments* – see <https://romareact.org/privacy-policy/>)
- Visitors to the websites www.antigypsyism.eu and www.romacivilmonitoring.eu – *IP addresses.*
- Recipients of the newsletter and other publications under the name of ERGO NETWORK: *email addresses*



- Participants in activities organized by ERGO Network related to accommodation, travel arrangements and for reporting to the European Commission and other funding bodies: *Name, contact details, date of birth, gender*

ERGO NETWORK only uses the personal data processed in this context for the sole purposes of the missions entrusted to it by the members and/or by Belgian legislation. It ensures that appropriate technical and organizational measures are implemented so that the processing meets the requirements of the GDPR. Contact details of the Data Protection Officer

Gabriela HRABANOVA
ERGO NETWORK
Edinburgh Street 26
1050 Elsene
Such. 32 (0)2 893 10 49
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For any request relating to personal data, and to exercise the rights referred to in the GPRD legislation, you can contact the manager Gabriela Hrabanova at info@ergonetwork.org.

2.1 Processing – external users

Purpose

ERGO NETWORK collects personal data from Users of the ERGO NETWORK site or recipients of the newsletter or other information concerning the activities of ERGO NETWORK concerning security in the field of Roma in the European Union.

Legal basis of processing

This processing is based on the User's prior consent by ticking an opt-in specifically dedicated to such processing. The User has the right to withdraw his consent at any time. It is as simple for the User to withdraw as to give his consent. To withdraw his consent, the User simply has to uncheck the box used to give his opt-in. An unsubscribe link is included in each electronic communication sent to the User.

Source of data

The personal data concerned are communicated by Users via the sites www.romareact.org, www.ergonetwork.org, www.antigypsyism.eu and www.romacivilmonitoring.eu, via e-mail or when subscribing to the newsletter to other information from ERGO NETWORK



Categories of data processed

- The personal data communicated by the users of the sites www.ergonetwork.org , www.romareact.org , www.antigypsyism.eu , www.romacivilmonitoring.eu or by the recipients of the newsletter: identification data: name, first name, email address, IP addresses;
- Communicated by participants of activities organized by ERGO Network: surname, first name, address, e-mail address, telephone number, date of birth, gender
- Communicated by participants of activities organized by ERGO Network to organize travel and visas: surname, first name, address, e-mail address, telephone number, date of birth, gender, passport number
- Communicated by the consultants recruited for specific functions within the framework of the various projects: personal details, address, N.VAT, bank account.

Data recipients

Personal data is intended exclusively for ERGO NETWORK staff and service providers such as hotels or travel agencies, who need to use it to promote the activities of ERGO NETWORK or its members.

They are not communicated to third parties or to subcontractors of ERGO NETWORK except for the organization of activities within the framework of the work program of ERGO Network, to report to donors of subsidies or for the purpose of accounting, financial management. , human resource management for the purposes provided for by law.

The ERGO NETWORK subcontractors having access to the data are:

For the hosting of information systems:

- the company **A2 hosting** INC (PO Box 2998, Ann Arbor, MI 48106, USA) for the website server
- **Mailchimp**: The Rocket Science Group LLC d/b/a Mailchimp, Bird & Bird GDPR Representative Services Ireland, Deloitte House, 29 Earlsfort Terrace, Dublin 2, DO2 AY28: For the processing of newsletter subscriber email addresses
- **Google Inc** for participant data received by Google Forms: Headquarters United States of America, Address 1600 Amphitheater Parkway, Mountain View, California, 94043.
- **Dropbox Inc** for files containing personal data: 1800 Owens Street, Suite 200, San Francisco, California, 94158
- **Microsoft 365** for group email addresses and personal data shared via email: 15010 NE 36th Street Microsoft Campus Building 92 Redmond, WA 98052



Data transfer

The processing does not involve any transfer of data to a country that is not a member of the European Economic Area.

Decision based exclusively on automated processing, including profiling

Processing does not involve any decision based exclusively on automated processing, including profiling.

The duration of the retention

Personal data is kept for a period of 5 years after the file is closed, due to reporting and audit obligations of donors.

2.2 Treatment - internal

Purpose

ERGO NETWORK collects personal data from its staff for the purposes provided for by Belgian labor legislation

Legal basis of processing

This processing is based on the consent of the staff that they give beforehand by ticking an opt-in specifically dedicated to such processing. ERGO NETWORK staff have the right to withdraw their consent at any time but ERGO NETWORK is required to respect its obligations in terms of labor legislation and it is therefore possible that the staff's request may be refused under these obligations which would make performing certain impossible tasks (i.e. calculation/payment of salaries, mailing of information relating to communications of an administrative nature and in similar cases.

Source of data

The personal data concerned are communicated by the staff directly to the person responsible for data processing at ERGO NETWORK (see above) or, where appropriate, via the person delegated by the director for data management and processing.

Categories of data processed

The personal data communicated by the staff are, where applicable:

- identification data: surname, first name, address, national register number, landline and/or mobile telephone number, email address
- personal characteristics: age, gender, title, language, family status
- Bank details

The controller will also have access to the following information:



- Employment contract and amendments
- Worker sheets
- Tax documents (sheets 281.10)
- Remuneration and any other benefit related to it
- Attendance records
- Sickness and vacation
- Data required for insurance contracts (personal insurance, hospitalization insurance)

This information will be physically kept in a locker placed in the office of the data controller with key lock; Access to the data will be granted only to the data controller or the person delegated by him or to a subcontractor responsible for the processing of data for the purposes of financial and personnel management. Any corresponding information in electronic version will be placed in a dedicated directory in the ERGO NETWORK server, access to which will be possible only by password and will be permitted only to persons having the right to access the paper version files.

Data recipients

Personal data is intended exclusively for ERGO NETWORK staff and managers of finance, human resources.

They are not communicated to third parties or to subcontractors of ERGO NETWORK except for the purpose of accounting, financial management, human resources management and for the cases provided for by law.

The ERGO NETWORK subcontractors having access to the data are:

- For the payroll: the Belgian company Partena, located at 1000 Brussels, rue des Chartreux 45, with No. Entreprise BE0 409.536.968
- For staff medical assistance: MENSURA, 1030 Brussels, Rue Gaucheret 88, Company No. BE0 410.664.742
- For personnel insurance: the Belgian company ALLIANZ located at 1000 Brussels, rue de Laeken 35 No. Entreprise BE0 403 258 197

Data transfer

The processing is strictly confidential and strictly does not involve any transfer of data to a country that is not a member of the European Economic Area.

Decision based exclusively on automated processing, including profiling

Processing does not involve any decision based exclusively on automated processing, including profiling.



The duration of the retention

Personal data is kept for a period of 10 years after the file has been closed, due to the constraints of Belgian tax legislation and that relating to labor laws.

3. User Rights

Preamble

ERGO NETWORK cannot refuse to respond to User requests under this article unless it can demonstrate that it is unable to identify the User concerned. As soon as possible and at the latest within one month from receipt of the request, ERGO NETWORK provides the User exercising one or more of the rights referred to below with information on the measures taken following on demand. The one-month deadline can be extended by two months, taking into account the complexity and the number of requests. In the latter case, ERGO NETWORK informs the User of the extension and the reasons justifying it. When the User submits his request in electronic form, the information is provided by ERGO NETWORK electronically when possible and unless the User requests otherwise. If ERGO NETWORK does not respond to the User's request, it informs the User without delay and at the latest within one month from the date of receipt of the request of the reasons for this refusal and the possibility that the User has to lodge a complaint with the Data Protection Authority and to file a judicial appeal. Requests made under this article are free except when a user's requests are manifestly unfounded or excessive, in particular because of their repetitive nature. In the latter case, ERGO NETWORK may demand the payment of reasonable costs which take into account the administrative costs linked to these requests or refuse to comply with them.

When ERGO NETWORK has reasonable doubts as to the identity of the User making his request, it may request that it be provided with additional information necessary to confirm the identity of the person concerned. The User has the right to lodge a complaint with the Data Protection Authority.

Access

The User has the right to obtain from ERGO NETWORK confirmation that his personal data is or is not being processed and, when they are, access to said personal data as well as the following information:

- the purposes of the processing.
- the categories of personal data concerned.



- the recipients or categories of recipients of personal data, in particular recipients who are established in countries located outside the European Economic Area or international organisations.
- where possible, the envisaged retention period of the personal data, or where this is not possible, the criteria used to determine this period.
- the existence of the right to request from ERGO NETWORK the rectification or erasure of personal data, or a limitation of processing, or the right, where applicable, to oppose this processing.
- the right to lodge a complaint with the Data Protection Authority
- when the personal data are not collected from the User, any information as to their source.
- the existence, where appropriate, of decision-making based exclusively on automated processing, including profiling and, at least in such cases, useful information concerning the underlying logic, as well as the importance and the expected consequences of this processing for the User. When personal data is transferred to a country outside the European Economic Area or to an international organization, the User has the right to be informed of the appropriate guarantees with regard to this transfer.

The User has the right to obtain, free of charge, from ERGO NETWORK a first copy of the personal data being processed. However, this right may not infringe the rights and freedoms of others, and in particular the business secrets of ERGO NETWORK or its intellectual property rights. When the request is made electronically, the information is provided in a commonly used electronic form, unless the data subject requests otherwise. ERGO NETWORK may require the payment of reasonable costs based on administrative costs, fixed at a flat rate of EUR 25.00, for any additional copy requested by the data subject.

Correction

The User has the right to obtain, free of charge, from ERGO NETWORK, as soon as possible, the rectification of personal data concerning him which is inaccurate. Taking into account the purposes of the processing, the data subject has the right to obtain the completion of incomplete personal data, including by providing an additional declaration.

Erasure

The User has the right to obtain from ERGO NETWORK the erasure, as soon as possible, of personal data concerning him and ERGO NETWORK has the obligation to erase this personal data as soon as possible, when the one of the following reasons applies:



- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- the User withdraws the consent on which the processing is based and there is no other legal basis for the processing.
- the User objects to the processing in accordance with this.
- the personal data has been unlawfully processed.
- the personal data must be erased to comply with a legal obligation to which ERGO NETWORK is subject.
- the personal data have been collected in the context of the offer of information society services. When ERGO NETWORK has made the personal data public and is required to erase them under paragraph 1 above, ERGO NETWORK, taking into account the technologies available and the costs of implementation, takes reasonable measures, including of a technical nature, to inform the data controllers who process this personal data that the User has requested the erasure by these data controllers of any link to this personal data, or of any copy or reproduction of these.

Paragraphs 1 and 2 above do not apply insofar as this processing is necessary:

- the exercise of the right to freedom of expression and information.
- to comply with a legal obligation which requires the processing to which ERGO NETWORK is subject.
- the establishment, exercise or defense of legal rights:
- for statistical purposes insofar as the right to erasure is likely to render impossible or seriously compromise the achievement of the objectives of this processing.

4. Right to restriction of processing

The User has the right to obtain from ERGO NETWORK the limitation of processing when one of the following applies:

- The accuracy of the personal data is contested by the User, for a period enabling ERGO NETWORK to verify the accuracy of the personal data.
- The processing is unlawful and the User opposes their erasure and instead demands the limitation of their use.
- ERGO NETWORK no longer needs the personal data for the purposes of the processing but these are still necessary for the User for the establishment, exercise or defense of legal rights.



- The User has objected to processing based on the legitimate interests of ERGO NETWORK while verifying whether these interests prevail over those of the User.

When processing has been limited, these personal data may, with the exception of storage, only be processed with the User's consent, or for the establishment, exercise or defense of legal claims, or for the protection of the rights of another natural or legal person, or for important reasons of public interest. The User who has obtained the limitation of processing is informed by ERGO NETWORK before the limitation of processing is lifted.

5. Notification obligation with regard to rectification or erasure of data or restriction of processing

ERGO NETWORK notifies each recipient to whom the personal data has been communicated of any rectification or erasure of personal data or any limitation of the processing carried out in accordance with these presents, unless such communication proves impossible or requires disproportionate effort.

ERGO NETWORK provides the User with information on these recipients if the latter so requests.

6. Right to data portability

Subject to the rights and freedoms of third parties, Users have the right to receive the personal data concerning them that they have provided to ERGO NETWORK, in a structured, commonly used and machine-readable format, and have the right to transmit this data to another controller without ERGO NETWORK obstructing it, when:

- the processing is based on consent, or on a contract; And
- the processing is carried out using automated processes.

When the User exercises his right to data portability, he has the right to obtain that the personal data be transmitted directly from ERGO NETWORK to another data controller, when technically possible. The exercise of the right to the portability of personal data is without prejudice to the provisions relating to the right to erasure. This right does not apply to processing necessary for the performance of a task in the public interest.



7. Right of objection

When personal data is processed for prospecting purposes, the User has the right to object at any time to the processing of personal data concerning him for such prospecting purposes, including profiling to the extent where it is related to such prospecting.

When the User opposes the processing for prospecting purposes, the personal data are no longer processed for these purposes.

The User has the right to object at any time, for reasons relating to his particular situation, to the processing of personal data concerning him carried out for the purposes of the legitimate interests pursued by ERGO NETWORK.

ERGO NETWORK no longer processes personal data, unless it demonstrates that there are legitimate and compelling reasons for the processing which prevail over the interests and the rights and freedoms of the User, or for the observation, the exercise or defense of legal claims

8. Individual decision based exclusively on automated processing, including profiling

The User has the right not to be the subject of a decision based exclusively on automated processing, including profiling, producing legal effects concerning him or significantly affecting him in a similar way, except when the decision:

- is authorized by the regulations to which ERGO NETWORK is subject and which also provides for appropriate measures to safeguard the rights and freedoms and legitimate interests of the User. Or
- is necessary for the conclusion or performance of a contract between the User and ERGO NETWORK. Or
- is based on the User's explicit consent.

In the last two cases, ERGO NETWORK implements appropriate measures to safeguard the rights and freedoms and legitimate interests of the User, at least the User's right to obtain human intervention from ERGO NETWORK, to express their point of view and to challenge the decision.

