

## ELARD's PRIVACY POLICY

This is our privacy notice for past, present and prospective members of ELARD (all of whom are referred to as “you” in this policy).

This privacy policy notice explains how ELARD (also referred to in this policy as “we”) collects, uses and shares your personal data, and your rights in relation to any of your personal data that ELARD holds.

Please read through this Privacy Policy carefully, since it contains your rights and duties vis-à-vis ELARD.

ELARD, by means of the present Privacy Policy, puts itself into compliance with the European Union's General Data Protection Regulation (GDPR).

## HOW WE COLLECT YOUR INFORMATION

### **For our members**

Information about you will be collected by us in a number of ways:

- From your organisation when you are put forward for consideration to be their representative as one of our members in the initial application form.
- In various other ways during the course of our organisation's activities, for example
  - From you
  - From facilitators (in the case of workshops during members meetings or other types of ELARD-related meetings)
- Public data such as the publication of your appointment as president or director of your organisation, or data that you made public yourself, such as information posted on your website or that has appeared in the press

Information may be collected in various ways including via:

- meeting notes,
- verbal exchanges with you or your organisation,
- email,
- WhatsApp (<https://www.whatsapp.com/privacy>),
- Zoom chats, (<https://zoom.us/privacy/>)
- Google forms (<https://policies.google.com/privacy?hl=en-eu>),
- Microsoft forms (<https://support.microsoft.com/en-us/office/security-and-privacy-in-microsoft-forms-7e57f9ba-4aeb-4b1b-9e21-b75318532cd9>)
- MailChimp (<https://mailchimp.com/en/gdpr/>)

### **For website visitors**

Navigation on our website is automatically collected by Wordpress and Site Kit by Google (a wordpress version of Google Analytics).

### **For people registered to our newsletter**

Information may be collected via:

- Our newsletter registration link
- Mailchimp – our newsletter managing platform.

## INFORMATION WE COLLECT

### **For our members**

We may collect the following types of personal data about you:

- Your name and contact information such as postal address, country and nationality, email address and telephone number, as well as your date of birth,
- Information relating to your other professional activities besides your involvement in our partner organisation,
- Records relating to your activity as a member: your attendance at events, the feedback you provide including via surveys, and other information you voluntarily provide
- Personal data needed for our events logistics: information you provide such as access requirements and food preferences or intolerances
- Photographs, audio recordings of your voice and videos of you and your voice taken by us.  
NB: If you notify us that you do not wish to be audially and/or visually recorded we will work with you to accommodate this;

Specific safety measures are in place to avoid any loss of data, as well as illegal or non-authorized access/use of data.

### **For website visitors**

We may collect the following types of personal data about you:

- IP address
- Browser and device of navigation
- Via cookies: read our Cookies policy, below
- Marketing data: clicks and pages visited

### **For people registered to our newsletter**

We may collect the following types of personal data about you:

- E-mail address
- Name
- Data about newsletter: marketing engagement (opening and clicks), data on IP and browser/device used, location

## HOW WE USE YOUR INFORMATION

### **For our members**

We use your information to:

- administer your participation as representative of the organisation you represent
- provide access to our on-line resources and events and physical events
- connect you with other members and build interest groups
- develop and tailor the activities we offer to members

- carry out our legal duties

#### **For website visitors**

We use your information to analyse and measure aggregated data on website navigation and include it in anonymous statistics, from which the identity of specific persons or companies cannot be discovered

#### **For people registered to our newsletter**

Sending you e-mail and electronic messages, newsletters, or information on activities, events, opportunities for cooperation; and measure aggregated data on newsletter navigation

## THE LEGAL BASIS FOR PROCESSING YOUR INFORMATION

We follow and comply with Regulation (EU) 2016/679 (General Data Protection Regulation) applicable as of May 25th, 2018 in all member states. You can consult it [here](#).

In rare cases, it could happen that ELARD must reveal your personal data subject to a court order or in order to comply with other compelling laws or regulations. We shall make reasonable attempts to inform you in advance about this, unless it is subject to legal restrictions.

## OTHERS WE SHARE YOUR INFORMATION WITH

We may share our members professional contact details (phone number and email addresses) with other ELARD members where necessary for the purposes of building an active network of rural development stakeholders. We may share your accessibility requirements and catering requirements to organisation we might contract for specific events event for the purposes of allowing you access to such events and for catering to be provided to you.

Otherwise and with the exception of technical service providers who handle technical support in so far as this is necessary for the technical provision of services and/or if they are obliged to do so on the basis of a statutory provision or a judicial ruling, we will never pass on your personal data to other third parties.

In addition, we employ the services of various suppliers and agents as data processors (such as MailChimp, Microsoft Forms or Google Forms). In each case your information will only be shared with these third parties in accordance with the data protection principles.

We will not sell or otherwise commercially exploit your personal data.

## DATA RETENTION

We retain the personal information we collect from you only where there is an ongoing legitimate need to do so.

When there is no ongoing legitimate need to process your personal information or at your request if earlier, we will either delete or anonymise it.

## YOUR RIGHTS

You have rights to your personal data held by ELARD as set out in the GDPR. These include:

- Rights to access your personal data. This is to be provided by us within one calendar month – known as a Subject Access Requests ([Article 15 of the European GDPR Policy](#)). This includes information on:
  - A description of your data
  - The Recipients of your data
  - A copy of your data.
- Rights to rectification and erasure. You have the right to correct any inaccurate personal data held by us. Once personal data we have collected is no longer necessary for the purpose for which it was collected and processed, (in addition to the right given above) you sometimes have the legal right to have your data erased.
- Rights to restriction of processing.
  - You sometimes have the right to restrict the processing of your personal data or object to the processing of your data. If you wish to withdraw consent for the processing of your personal data or otherwise restrict or object to the processing of your personal data, please contact us using the contact details on our contact page.
- Rights to data portability. You have the right to receive your personal data we hold in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from us.

## CHANGES TO THIS NOTICE

We may amend this privacy notice and will occasionally update to reflect feedback received and enhance its accessibility.

In this event we will post notice of the change on our website, you will be notified via email and a lack of answer from within one month you will deem you to have accepted such changes.

## COOKIES POLICY

Why do we use cookies?

ELARD's website uses cookies and similar technologies in order to distinguish your use preferences from those of other users of our website. This helps us to offer you a better user experience when you visit our website and also allows us to optimise our website. As a result of 2018 legal changes, all websites that target certain parts of the European Union are obliged to ask for your consent to use or save cookies and similar technologies on your computers or mobile devices.

This cookie policy gives you clear and complete information about the cookies that we use and their purpose. If you refuse to use cookies, you may not be able to fully access and use interactive functionalities and services of our website relying on cookies.

For further information on how cookies management, you may refer to the documentation of your internet browser.

Types of cookies:

**Technical cookies:** Some technical cookies are necessary for the full functioning of the website and it is therefore advised not to disable these cookies. They are not stored directly on our website nor are they directly accessible from our website. These cookies are necessary for browsing and do not contain personal data other than your IP address, necessary for surfing the Internet. They are necessary to assist the user in navigating the website or to return to the previous page. You can check these cookies via the parameters of your browser, but if you refuse cookies, this may hinder the correct operation of our website.

**Tracking cookies:** We use tracking cookies (or analytical cookies) from Google Analytics to collect information on surfing behaviours of visitors on our website. This information is extremely useful to improve our website and solve problems. Visitors' IP address is among the information tracked, but data collected are analysed and treated strictly in anonymous statistics. You can disable it in different ways depending on the browser you are using (forms and extensions of third parties, blocking the website [www.google-analytics.com](http://www.google-analytics.com)).

**Functional cookies:** We use functional cookies which remember the choices you have made on our website, the pages viewed, etc. This information is stored only on your workstation and we use it only anonymously. We will do everything possible to satisfy your preferences. However, it may happen that a cookie that you do not want to use is used. Therefore, we recommend that you change your cookie settings on your Internet browser using the "Help" function. Most browsers are initially set to accept cookies, but you can set your browser to reject all cookies or to indicate when a cookie is being sent. You can also delete cookies that have already been inserted. Note that you need to change the settings separately for each browser and computer you use. It is possible that some features and services on our and other websites may not function properly if cookies are disabled in the browser.

**Note:** we exercise absolutely no influence on the content of these declarations, nor on the content of the cookies of these third parties: Google Analytics