



## Privacy Policy

This is the Privacy Policy for the UNIÓ EUROPEA DE CUIDADORS D'AQUARIS – EUAC, with corporate address in Madrid (Spain), c/ Arte 21, 1º B, 28033 Madrid, Tax Id. Number G-62189162 and registered within the National Registry of Associations under national number 610507. In the policy we outline how we manage your data and for what purposes.

### Purpose of this policy

In order to meet our aims and objectives it is necessary to communicate with our Members and a range of people in a variety of ways such as face to face at conference or meetings, email, telephone and through the public and member area of the website (euac.org). To be effective we will store and collect data of people who we interact with and who interact with EUAC.

This Privacy Policy is intended to inform you, in a transparent manner, about the data we collection, how we collect it, the way we use and store it and your rights regarding the processing of this data. The EU General Data Protection Regulation (GDPR) (EU2016/67) is designed to better protect an individual's privacy and the rights regarding the use of their data.

### What is personal data?

Personal data is any information that relates and can be used to identify a person. Article 4(1) of the GDPR states that personal data means any information relating to an identified, or identifiable natural person (data subject). An identifiable natural person is one who can be identified, direct or indirectly, particularly by reference to an identifier (European Commission). Identifiers can be names, email addresses, photographs, addresses, payment details or affiliation with an institution.

### What personal data do we collect?

EUAC collects data you voluntarily and knowingly gave us when you:

- applied to become an EUAC Member
- data you supplied yourself in the Member area of the website
- signed up for the newsletter
- attended one of the EUAC conferences / workshops
- emailed EUAC at [info@euac.org](mailto:info@euac.org)
- Applied for Conservations programs funding

The data EUAC collects includes:

1. Name
2. Institution/company information (e.g. name, job title)
3. Address of institution/company
4. Telephone number of company/institutions
5. Email address
6. Information included in the resume where relevant and appropriate
7. bank details
8. picture



EUAC commits to the principles of GDPR in that we only collect the minimum of personal data in relation to the purpose for which they are processed, take every reasonable step to ensure that personal data is always kept up to date, erase or rectify inaccurate personal data without delay and take security measures which ensure protection against unauthorized and unlawful processing.

### **Why do we collect personal data?**

Our legal basis for the collection and processing of personal data is based on consent. EUAC views providing information about EUAC, Members and activities an essential part of being an effective organization. To achieve our mission to actively promote professional improvement between specialists in the public aquarium field we need to be able to communicate effectively with our Members and partners. This means keeping them up to date with our work but also need to offer opportunities for effective and easy communication. This includes sharing details of those that have applied to become EUAC Members in order to make a decision regarding their Membership status.

### **Credit, Debit and bank account information**

EUAC takes bank details and information for payment of the membership fees/dues when these payments are received by the EUAC bank accounts. Bank account information, credit and debit card information is not stored but only when a payment was received. This information is stored in a Dropbox folder along with the invoices. Invoices are generated automatically by Andersen Outsourcing Services.

### **How do we store your personal data?**

When potential EUAC Members apply for a Membership this is done via a Membership forms. This form is then emailed to the Secretary who then enters this information into a member database which is kept online (Google Drive/Cloud). These forms are additionally kept securely on computers protected by passwords.

EUAC stores personal data on the EUAC website and on servers managed by Waynext (based in Lisbon). This is data that has been supplied in the Membership application form and data that EUAC Members have provided themselves by filling in their online profile. This data is stored digitally only, and no paper records are kept. EUAC also keeps a membership database on a google drive with access limited to the Secretary, Treasurer, Auditor and the website administrators.

### **How long do we store your personal data?**

EUAC stores your personal data for as long as you are an EUAC Member. This information is essential to contact you regarding the association and your Membership.

If you were unsuccessful at being an EUAC Member or your Membership has ended, then EUAC will terminate your data at the earliest opportunity (within 1 month).

### **Who has access to your data?**

The only ones who have access to your data are the administrators of the EUAC website (João Correia, Lauren Florisson, Stephane Henard), the Secretary of EUAC (Isabel Koch), the Accountants (Julio Ardiaca (Andersen Outsourcing Services), Stefan Inselmann and Treasurer (Robb Hicks and Donna Copp))\*<sup>1</sup>.

When applying for EUAC Membership the Membership applications can be accessed by the EUAC Steering Committee Members and Executive Officers. When applying for a conservation programs



funding the personal data provided can be accessed by Secretary and a small review committee. EUAC Members can view your name and institution after logging into the EUAC website Member area.

### **Data security**

Once we have received your information it will be stored securely. Only authorized personnel will have access to your data kept on the EUAC website. Your data on the EUAC website is protected by a two layered login system. Admins of the website (as specified above) have a universal login with a separate password and a personal login, both are required to be able to login into the website and are not shared with other parties. EUAC Members can access your data after logging into the EUAC website Member area. These passwords are tied to each member account and not share further.

The payment details kept by the Account in an online database (dropbox account) to only authorized personnel have access.

EUAC Membership applications and changes in Membership are received and processed by the Secretary and are kept securely in an online database (google drive) which be accessed by the persons specified under who has access to your data.

### **Use of cookies**

Cookies are small text file that a website stores on your computer or mobile device when you visit a website. The purpose of cookies is to enable the site to remember your preferences (e.g. username, language etc.) for a certain period. That way, you do not have to re- enter them when browsing around the site during the same visit. EUAC uses cookies for analytical purposes through Google Analytics and to for the login feature to the Member area.

Google Analytics uses cookies to help us understand where the site is being accessed from, the type of browser and operating system being used, the IP address of the user and the pages being access but it does not identify individuals. The use of Google Analytics enables us to better understand the needs of our online audience and to develop and adapt what we provide of our own website accordingly. If you want to know more of how Google Analytics uses cookies please go [here](#).

### **Sharing data with third parties**

The euac.org website is managed by Waynext. Personal data is not shared with Waynext but Waynext will have access to personal data due to the management of the website on their server (see the section of storing personal data). EUAC does not share your details with third parties.

### **Does EUAC transfer your data outside of the EU**

EUAC does not transfer your information outside of the European Union, except to the United Kingdom (pending Brexit).

### **EUAC Newsletter**

You can sign up for the EUAC Newsletter by filling in the correspondent field on the EUAC website. A confirmation email with a link will be send to the email address to ask for your consent and to confirm your registration. Once you click this link your email address will be registered for the newsletter.



You can unsubscribe from the newsletter at any time by emailing [info@euac.org](mailto:info@euac.org) with the subject line “unsubscribe newsletter” or by clicking the unsubscribe link in the newsletter.

### **Other websites**

EUAC.org contains links to other external websites. Personal data will not be shared with other websites. EUAC is not responsible for privacy practices and content of those other websites.

### **Your rights, questions and feedback**

You are entitled, among others, to be informed upon request of what personal data, if any, EUAC processes about you, that any excessive personal data we may happen to process is deleted or blocked, and request rectification of any wrongful personal data that we may process.

If you want more information than provided in this policy, have any questions about the policy, want to exercise your rights or wish to give feedback, please contact us or file a complaint at [info@euac.org](mailto:info@euac.org).

### **Changes to this policy**

The Privacy Policy may be updated at any time to reflect any new regulations and laws that may come into effect. It will be published on the EUAC website.

\*<sup>1</sup> The persons mentioned here are subject to change once new Committees are selected and this will be updated to reflect those changes accordingly