
EATG PRIVACY POLICY

This privacy policy explains how EATG stores and uses any personal data we collect about you. EATG respects and applies EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (EU GDPR Regulation).

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WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We only collect your personal data when you are in contact with us about our work and only after receiving your explicit consent. Personal data could be collected as a part of the application for membership, for attendance of the event, for scholarship, for becoming a speaker, partner etc.

The personal data collected from you is:

- Contact details (name, address, email, telephone number, location)
- Affiliations (professional / volunteer)
- Food preference in case of attendance of a meeting/event
- Passport data for ticket booking and/or visa support
- HIV status as a part of the EATG Membership application or other application (e.g. training)
- Personal skills, needs
- Banking information (e.g. for the payment of reimbursement, Daily Meal Allowance)
- Other personal data that is necessary for the application, selection, organisational or financial procedures.

HOW WILL WE USE THE INFORMATION ABOUT YOU?

Any personal data (name, address, phone number, email address etc.), that is collected by EATG, will only be used for internal purposes (e.g. internal communication, organisation of your travel, organisation of events, statistics). No sensitive personal data (e.g. ethnic origin, political opinions, data concerning health, data concerning sexual orientation) will be shared with third parties or disclosed unless required by law or after receiving your explicit consent.

Processing of your personal data is carried out only in the course of legitimate activities of EATG and with appropriate safeguards. All personal data that is processed by EATG is stored on the secure server.

1. Membership application

All information received from the EATG membership application form is stored on the Development Membership Working Group Dropbox and shared only with members of the Development Membership Advisory Group (DMAG) for review by the group. All members of this group, responsible for membership matters, have signed a confidentiality agreement and act strictly within its scope. After the review process is completed, the folder is removed. Accepted members' personal data is stored by the ED in a printed and digital form. Personal data (e.g. name, contact details) is only accessible by staff.

Sensitive personal data (e.g. HIV status) is only accessible by the ED after review of the application and is only used for statistical reasons.

Applications from applicants that are not accepted into EATG are removed.

2. Declaration of Interest

Information provided by members via their Declaration of Interest is collected and provided to DMAG for their review. DMAG develops an advice to the Board of Directors based on the information received. Information about contact details is used for the update of membership forms.

3. Photo and video footage

All EATG members and participants of the events where photo and/or video footage is made are requested to give an explicit consent to appear on such photo and/or video footage (e.g. by signing EATG Picture and Video Agreement, by ticking the corresponding box in the application form for the participation in the event etc.). Pictures will only be used for reports/minutes related to the event, social media communication and other publications such as annual reports/anniversary reports etc. They will not be used for any non-related communication and will not be commercially available. They will not be shared with external parties for their use without explicit consent of EATG members and participants.

You have a right to refuse to appear on the photo and/or video footage. In this case EATG asks you to wear a yellow lanyard that you receive prior to the event so that EATG and other participants can comply with your request. All participants to EATG events that use their personal devices to capture audiovisual materials are advised to follow the above.

You have a right to ask to remove photo and/or video footage of you anytime.

4. Financial data

EATG, as an organisation officially registered in Germany is obliged to keep financial information archived for 10 years according to the German legislation¹. Therefore, personal data related to financial transactions will be kept in our archives during this period. This includes both digital and printed forms (reimbursement forms, accounting books, DMA forms, emails about such financial transactions, project related forms etc.).

¹ Handelsgesetzbuch - § 257 Aufbewahrung von Unterlagen - Aufbewahrungsfristen (see annex 1)

After 10 years all financial archives are destroyed.

Payment data via PayPal is encrypted and will not be stored by EATG.

5. Personal data collected for events and/or organisation of travel

Personal data collected for participation in events and/or organisation of travel (e.g. passport data, food preferences etc.) is exclusively used for the organisation of event or travel for which you have applied. Such data will be deleted after the time required for storing data for legal purposes.

Sharing of such documents as list of participants, list of departures, speakers' information and similar among participants is done only after receiving the explicit approval of the persons in question.

The below disclaimer will be used for the organisation of events:

By filling in the registration form, the applicant gives consent to EATG to process the personal data provided within the framework of the event and in compliance with the EU GDPR Legislation. Applicant gives an explicit consent to (to tick the box if agree)

- o To be contacted via provided email and/or phone number for organisational purposes and/or in order to receive all relevant information about the event*
- o To appear on photo and video footage*
- o To receive and wear the badge with name/surname/organization/country*
- o To appear on the list of participants*
- o To appear on the list of departures*
- o To receive Certificate of Attendance*
- o That passport data (name, family name, date of birth, gender, citizenship, passport number, validity of passport) will be used for organisational purposes such as booking of airplane/ train/ bus tickets, hotel booking, visa support*

All applicants have the right to access their application, ask to change or remove personal data provided in the application.

Processing of personal data for the purpose of booking/changing/cancelling airplane/train/bus tickets is carried out on behalf of EATG by FCM Travel Solutions. Such processing is governed by a contract between EATG and FCM Travel Solutions and complies with requirements provided by the EU GDPR Regulation, in particular art. 28. FCM Travel Solutions is a subject to compliance with the EU GDPR Regulation.

ACCESS TO YOUR INFORMATION, CORRECTION AND REMOVAL

You have the right to request access to your personal data that has been collected by EATG. We want to make sure that your personal information is accurate and up to date.

If you believe that your personal data is incorrect, incomplete or inaccurate you have the right to ask us to correct/complete your personal data.

You may ask us to erase your personal data. However, EATG is not obliged to comply with such request under following conditions:

- The processing is necessary to respect one's freedom of expression and information;
- We must keep the personal data to comply with a legal obligation;



- There are other reasons of public interest to keep the personal data, such as public health or scientific and historical research purposes;
- We need to keep the personal data to establish a legal claim.

If you would like to use one of this rights please use the Contact us section

DOWNLOADS AND MEDIA FILES

Any downloadable documents, files or media made available on our website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications.

EATG WEBSITES

www.eatg.org
www.eatgtrainingacademy.com
www.eatg4women.com
www.ageingwithhiv.com

Our websites use cookies to monitor browsing preferences. If you do allow cookies to be used, please also refer to our privacy policy.

Cookies are small files saved to the user's computer hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computer's hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

Like most websites, this site uses Google Analytics (GA) to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this.

OTHER WEBSITES

Our websites may contain links to other websites. This privacy policy only applies to our websites so when you link to other websites you should read their own privacy policies.

SOCIAL MEDIA

While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms.



Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 7th June 2018.

HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email:
communication@eatg.org
office@eatg.org

Annex 1

(1) Jeder Kaufmann ist verpflichtet, die folgenden Unterlagen geordnet aufzubewahren:

1. Handelsbücher, Inventare, Eröffnungsbilanzen, Jahresabschlüsse, Einzelabschlüsse nach § 325 Abs. 2a, Lageberichte, Konzernabschlüsse, Konzernlageberichte sowie die zu ihrem Verständnis erforderlichen Arbeitsanweisungen und sonstigen Organisationsunterlagen,
2. die empfangenen Handelsbriefe,
3. Wiedergaben der abgesandten Handelsbriefe,
4. Belege für Buchungen in den von ihm nach § 238 Abs. 1 zu führenden Büchern (Buchungsbelege).

(2) Handelsbriefe sind nur Schriftstücke, die ein Handelsgeschäft betreffen.

(3) Mit Ausnahme der Eröffnungsbilanzen und Abschlüsse können die in Absatz 1 aufgeführten Unterlagen auch als Wiedergabe auf einem Bildträger oder auf anderen Datenträgern aufbewahrt werden, wenn dies den Grundsätzen ordnungsmäßiger Buchführung entspricht und sichergestellt ist, daß die Wiedergabe oder die Daten

1. mit den empfangenen Handelsbriefen und den Buchungsbelegen bildlich und mit den anderen Unterlagen inhaltlich übereinstimmen, wenn sie lesbar gemacht werden,
2. während der Dauer der Aufbewahrungsfrist verfügbar sind und jederzeit innerhalb angemessener Frist lesbar gemacht werden können.

Sind Unterlagen auf Grund des § 239 Abs. 4 Satz 1 auf Datenträgern hergestellt worden, können statt des Datenträgers die Daten auch ausgedruckt aufbewahrt werden; die ausgedruckten Unterlagen können auch nach Satz 1 aufbewahrt werden.

(4) Die in Absatz 1 Nr. 1 und 4 aufgeführten Unterlagen sind zehn Jahre, die sonstigen in Absatz 1 aufgeführten Unterlagen sechs Jahre aufzubewahren.

(5) Die Aufbewahrungsfrist beginnt mit dem Schluß des Kalenderjahrs, in dem die letzte Eintragung in das Handelsbuch gemacht, das Inventar aufgestellt, die Eröffnungsbilanz oder der Jahresabschluß festgestellt, der Einzelabschluss nach § 325 Abs. 2a oder der Konzernabschluß aufgestellt, der Handelsbrief empfangen oder abgesandt worden oder der Buchungsbeleg entstanden ist.