



Jeugdhuizen  
Ondersteuning  
Brussel vzw

# Privacy statement

## Jeugdhuizen Ondersteuning Brussel vzw

Youth clubs Support Brussels vzw (Jeugdhuizen Ondersteuning Brussel or JHOB, hereafter called JHOB vzw) attaches a lot of value to the protection of your personal data (and to respecting your privacy). In this privacy statement we want to give clear information about which data we collect and how we manage them. We will do anything to guarantee your privacy and therefore we handle your personal data very carefully.

JHOB vzw is compliant with the relevant law- and regulatory process, among which the General Data Protection Regulation (GDPR).

This implies that we:

- Process personal data in accordance with the purpose for which they were granted. These purposes and type of personal data are defined in this privacy statement.
- Limit the processing of your personal data to the data that are minimally required for the purpose for which they are processed.
- Ask for your explicit permission for the processing of your personal data.
- Took technical and organisational measures to ensure the safety of your personal data.
- Do not transmit any of your personal data to other parties, unless this is necessary for the purpose for which they are processed.
- Want to alert you that we are informed about your rights concerning your personal data, and that we will respect them.

Being JHOB vzw we are responsible for the processing of your personal data. If you, after reading this privacy statement, have any questions or if you want to contact us, this is possible via the contact information below:

Jeugdhuizen Ondersteuning Brussel vzw  
Steenstraat 23  
1000 Brussel  
[info@jhob.be](mailto:info@jhob.be)

### **To whom is this privacy statement addressed?**

This privacy statement is applicable to all our current and previous member, participants of activities, persons who show or have shown interest in our activities, services or products, clients, suppliers and governments.

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

Your personal data are processed by JHOB vzw because of the following purposes and legal demands:

- Personnel administration (execution of agreement)
- Member administration and customer service (execution of agreement)
- To be able to participate in the activities of JHOB vzw (execution of agreement)
- To organise trainings
- (add third parties)
- To send newsletters, invitations and information about our activities (permission of the person involved)
- To get subsidies by the government (legal obligation)

For the purposes mentioned above we can ask you for the following personal data to save and process them:

- Personal identity data: name, first name, address
- Private contact information: telephone number, email address
- National Insurance number
- Personal traits: sex/ gender, date of birth, place of birth, nationality
- Financial particulars like your account number or payments
- Presence
- Footage

We only collect personal data that you share with us yourself via various channels (a.o. forms of application, personal contact, contact by phone, contact by email, ...). We do not collect personal data via third parties, with the exception of information we receive via affiliated youth clubs. We use the collected data for the purposes for which they are required.

#### **Whether or not to provide your data**

The aforementioned data have to, if applicable, be provided in order to become a member or to participate in activities of the club.

#### **Distribution to third parties – processors**

We can distribute the data you provide to third parties if this is necessary for the aforementioned purposes.

We use an external service provider for:

- Saving and processing data in the Cloud (via a Cloud Service Provider)
- Taking care of the web environment (webhosting and mail hosting)
- Taking care of the (financial) administration and social secretariat
- The insurance of our members, participants and volunteers
- Taking care of (and spread) newsletters and invitations

We never transfer personal data to external service providers with whom we do not have a processing agreement. With these parties we of course make the necessary arrangements to guarantee the security of your personal data.

#### **Distribution to third parties – receivers**

We share personal data with the following external parties:

- Members
- Partners with whom we organise activities together
- Civil services (a.o. subsidizing governments, fiscal administrations...)
- External tutors or schooling workers

With these parties we of course make the necessary arrangements to guarantee the security of your personal data.

Furthermore, we will not pass your data on to third parties. We also never pass on your contact information to third parties, unless this is obligated and permitted by law.

At no time will we sell or rent your personal data to third parties. We also never pass on your contact information to third parties for commercial purposes.

We can share your personal data with third parties if you give us permission. You have the right to withdraw your permission at any time.

#### **-16 year-olds**

We only process the personal data of -16 year-olds if we have the written permission of a parent or guardian.

#### **Storage time limit**

JHOB vzw will not save personal data any longer than necessary for the purpose for which they were granted or any longer than is required by law.

#### **Security of the data**

We have taken fitting technical and organisational measures to protect your personal data against illegal processing. For example, we have taken following measures:

- All persons who deal with your personal data on behalf of JHOB vzw, are bound to secrecy.
- We maintain an access policy on all our systems.
- We make back-ups of the personal data to be able to restore them in case of physical or technical accidents.
- We test and evaluate our measures regularly.
- Our employees are informed about the importance of protecting personal data.

#### **Your rights concerning your data**

You have right of access and copy of your personal data. You have right of correction and replenishment when your data are incorrect or incomplete.

You have right of removal of your personal data that are no longer required for the purposes for which they were acquired. We do reserve the right to determine whether your request is justified. You have the right of limitation of data processing: if you have any objection to the processing of certain data, you can ask to end this processing.

You can also object to the way in which your data are being processed. For example, you have the right to fight the use of your personal data for direct marketing goals.

Furthermore, you have the right to have your personal data transferred to yourself or directly to another party.

Via the abovementioned address you can contact us to exert your rights, accompanied by a motivation for your request.

We can ask you to identify yourself before we can answer to the aforementioned requests. To check your identity we will ask to add a copy of the front of your identity card to your request. We strongly advise you to blur out your passport photo and to mention that this regards a copy.

In no way will any category of persons be subjected to any form of automatized decision making or profiling.

### **Complaints**

Should you have a complaint about the processing of your personal data or about the exertion of your rights, we kindly ask you to contact us directly.

You always have the right to submit a complaint to the supervising authority concerning privacy protection:

Gegevensbeschermingsautoriteit (GBA)  
Drukpersstraat 35, 1000 Brussel  
[commission@privacycommission.be](mailto:commission@privacycommission.be)

### **Modification privacy statement**

JHOB vzw can alter its privacy statement.

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