



Verbond van Vlaamse Speleologen

Mechelesesteeweg 586 c10

1800 Vilvoorde

Privacy declaration Caving Days

1. General

This privacy declaration is a translation. In case of a discussion or an incorrect translation, only the Dutch version of this privacy statement is valid.

As the Association of Flemish Speleologists (VVS) we are responsible for the processing of your personal data. This privacy statement describes how we handle personal data in the context of the organization of the Caving Days.

If after reading our privacy statement, or in a more general sense, you have questions about this or want to contact us, you can do so via the contact details below:

Association of Flemish Speleologists

Mechelseesteeweg 586 c10

1800 Vilvoorde (Belgium)

info@speleovvs.be

2. Why do we process personal data?

Your personal details are used by the Association of Flemish Speleologists for organizing the Caving Days. Your data will be processed in this context for the following purposes and legal reasons:

- Organization of overnight stays and meals (legitimate interest).
- Ordering and distribution of T-shirts (legitimate interest).
- Organization of cave tours (legitimate interest).
- Organization of workshops & presentations (legitimate interest / permission for publication of e-mail address and info folder).
- Get sponsorship and support for traders (legitimate interest).

3. What data do we process?

For the above objectives, we may request and process the following personal data from you.

We use the collected data only for the purposes for which we obtained the data.

From participants in the Caving Days

- Name + first name (identification / taking out speleo day insurance)
- Federation (determine available formulas for registration)
- Address (identification / taking out a speleo day insurance policy)
- E-mail address (communication)
- Formula + overnight stay (organization of Caving Days & overnight stays)
- Caving on Saturday (Organization of registration cave trips)
- Day insurance required (taking out speleo day insurance)
- Date of birth (Determining age for rate / taking out day insurance / checking registration of / by minors)
- Meal choices (organization of meals)
- Clothing size (optional, order & distribution T-shirts)
- Other info (extra info provided by participant at registration)
- Payment data (follow-up payment participation / organization of registration cave trips)

Of fellow workers of the organisation team

- Name + first name (identification)
- Email address (communication)
- Cell phone number (communication)
- Clothing size (order & distribution fellow worker T-shirts)

From providers & guides to caves

- Name + first name (identification)
- Email address (communication)
- Cell phone number (communication)
- Cave manager / guide (organization of cave trips)
- Meal choice (offering meals to the guides)

From speakers & providers of workshops / presentations

- Name + first name (identification)
- E-mail address (communication / publication in info folder, with permission)
- Cell phone number (communication)
- Subject workshop (organization of workshops & presentations)

From sponsors / marchants

- Name + first name (identification)
- Name of company / business (identification)
- Email address (communication)
- Cell phone number (communication)

4. Provision of data to third parties

We may provide the information that you provide to us to third parties if this is necessary for the purposes described above.

So we use a third party for this:

- Syncplicity file sharing for storing and sharing data by and under the organization team of the Caving Days and the Board of the VVS.
- The hosting of registration module for the Caving Days by our hosting provider [Combelle NV](#).
- Taking out a speleo day insurance policy.
- Caves manager & owners (receive list of participants)

We never pass on personal data to other parties with whom we have not concluded a contract or processing agreement.

We naturally make the necessary arrangements with these parties (processors) to guarantee the security of your personal data.

Furthermore, we will not pass on the information you provide to third parties (provide other parties), unless this is legally required and permitted. An example of this is that the police requests (personal) data from us in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information.

We can also share personal data with third parties if you give us (written) permission for this. You have the right to withdraw this consent at any time, without prejudice to the lawfulness of the processing for its withdrawal.

We do not provide personal data to parties based outside the EU.

5. Minors

We only process personal data of persons under the age of 18 if written permission has been given by the parent or legal representative.

6. Use of audiovisual material

Audiovisual material made by the employees and participants of the Speleological Days remains the property of these persons. By making the material available to the Association of Flemish Speleologists, the authors agree that the Association of Flemish Speleologists may use all these images free and free for the promotion of the Association of Flemish Speleologists, for publication on the website or related media of / to the Association of Flemish Speleologists (such as, for example, our magazine Speltes). If desired, the name of the author is mentioned with this publication.

By submitting their material, the authors confirm that they have acquired all rights to the images, portraits and music used. They safeguard the Association of Flemish Speleologists against all possible violations of the relevant legislation.

7. Retention period

The Association of Flemish Speleologists does not store personal data for longer than necessary for the purpose for which it was provided or is required by law.

The following retention periods are used:

- **Participants in Speleological Days:**
 - 2 years + 1 month (until after the next edition)
- **Fellow workers organisationteam:**
 - 2 years + 1 month (until after the next edition)
- **From providers & guides to caves:**
 - 2 years + 1 month (during 4 editions)
- **From speakers & providers of workshops / presentations:**
 - 2 years + 1 month (during 4 editions)
- **From sponsors / marchants:**
 - 2 years + 1 month (during 4 editions)

8. Data security

The following appropriate technical and organizational measures have been taken to protect personal data against unlawful processing:

- All persons who can take cognizance of your data on behalf of the organization team of the Speleological Days and the Association of Flemish Speleologists are bound to secrecy thereof.
- We use a username and password policy on all our systems.
- We make backups of the personal data in order to be able to restore it in the event of physical or technical incidents.
- We regularly test and evaluate our measures.
- Our fellow workers have been informed about the importance of protecting personal data.

9. Your rights regarding your data

You have the right to inspect, copy, modify or delete the personal data that we have received. You can contact us for this via the address mentioned above.

You can also object to the processing of your personal data (or part of it) by us or by one of our processors.

You also have the right to have the data provided by us transferred to yourself or directly to another party in your order. We may ask you to identify yourself before we can respond to the aforementioned requests.

10. Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly about this.

You always have the right to submit a complaint to the Data Protection Authority (DPA):

Drukpersstraat 35

1000 Brussel (Belgium

<https://www.dataprotectionauthority.be>

11. Change of privacy statement

The Association of Flemish Speleologists can always change the privacy statement.

The last change happened on 12 June 2019.

Change history

Versie	Wijzigingen
24/05/2019	Initial Dutch version
12/06/2019	Translation into English