

# DATA POLICY

**Effective Date: 12 June 2023**

This Data Policy ("Policy") describes the practices and procedures of Brussels Voice, a project based in Belgium and managed by [commissioner.brussels](https://commissioner.brussels) ("we," "us," or "our"), regarding the collection, use, and protection of personal information obtained through the Brussels Voice website or in correspondence with the staff of commissioner.brussels. We are committed to ensuring the privacy and security of the personal data collected, in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

## **Collection of Personal Information:**

We collect personal information from users through a form on our website and from correspondence with the staff of commissioner.brussels. The personal information collected may include, but is not limited to, the following:

- Name
- Email address
- Contact information
- Information about gender identity, age, nationality, education, language use and residence
- Any other information voluntarily provided by the user through the form or in correspondence with the staff of commissioner.brussels.

## **Use of Personal Information**

The personal information collected will be used solely for the purposes directly related to Brussels Voice. We will not share this information with any external or partner organisations without the user's explicit consent, unless required by law.

## **Legal Basis for Processing**

We rely on the legal basis of user consent for collecting and processing personal information. When submitting the form, users provide their explicit consent for us to collect and use their personal data as described in this Policy.

## **Data Security**

We take reasonable measures to protect the personal information collected from unauthorised access, alteration, disclosure, or destruction. However, please note that no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security of data.

## **Data Retention**

We will retain the personal information collected for as long as necessary to fulfil the purposes outlined in this Policy, unless a longer retention period is required or permitted by law.

**User Rights**

Users have the right to access, correct, and delete their personal information. Users may also withdraw their consent for the processing of their personal data at any time by contacting us using the information provided below.

**Updates to the Policy**

We reserve the right to modify or update this Policy at any time. The revised Policy will be effective upon posting on our website. Users are encouraged to review this Policy periodically for any changes.

**Contact Information**

If you have any questions, concerns, or requests regarding this Data Policy, please contact us at: [info@commissioner.brussels](mailto:info@commissioner.brussels)

By using our website and submitting personal information through the form, you acknowledge that you have read, understood, and agreed to the terms and conditions of this Data Policy.