

## Association Privacy Notice

### Who processes your data?

The controller of your personal data is the International Institute of Sugar Beet Research IIRB aisbl with the Belgian Business Registering Number 408.293.091

The full address of the IIRB is:

IIRB aisbl, Rue Washington, 40, B-1050 Brussels, Belgium,  
office: Holtenser Landstr. 77, D-37079 Göttingen, Germany

Phone: + 49 (0)551 500 65 84

Email: mail@iirb.org

### What personal data does the IIRB collect?

The IIRB collects the data you are providing to us during membership application, registration for IIRB events, or during e-mail contact with the IIRB. The following data are collected:

**1) Identity and contact data**, including your surname, first name, title, position, address, e-mail address, telephone and mobile number, date of birth (members only) and nationality, educational or professional background, and other personal data concerning your preferences in relation to our services;

#### **2) Communication information**

Your e-mails or other contacts to us;

**3) Financial and payment data**, including your bank account number, IBAN and BIC/SWIFT and other data necessary for processing payments, including credit/debit card numbers, security code numbers and other related invoicing information;

**4) Profile and Usage Data**, including encrypted passwords to websites or password-protected subsites or services, your communication preferences and information about how you use our websites, including the services you viewed or searched for, page response times, download errors, length of visits and page interaction information.

**5) Technical Data:** Each time you visit our website or access a file stored on our website a protocol file is saved. This protocol file is used for internal system related and statistical purposes. It includes the following data:

- Name of the file accessed
- Date and time of access
- Volume of data transferred
- Notification of successful access
- Web browser and domain name of the requesting website
- In addition, the IP addresses of the accessing machines are logged.

Additional personal data is only gathered if you voluntarily provide these details, e.g. by sending an email.

### **What is this personal data used for?**

We mainly use your data for the communication of information, in the context of the organisation of IIRB events, and in general for the administration of IIRB membership.

### **Who is your data shared with?**

Your personal data is not passed on by us to third parties without your prior permission.

In the frame of the organisation of IIRB events for which you have registered, your contact data (name, e-mail address and affiliation) may be passed on to the partners involved (e.g. the hosting institute, company, or hotel).

Should other organisations wish to invite participants to satellite events, e.g. during congresses, we may provide them with participants lists (name, e-mail address and affiliation). These lists and the data they contain may only be used for the single, contractually stated purpose, and according to the GDPR (General Data Protection Regulation).

### **Where does IIRB get the data from?**

We usually get this data directly from you when you join the IIRB or when you update your information, as requested annually. We also get information when you register for IIRB events like congresses, seminars or study group meetings, or when you contact us via the contact form on our web site.

### **How is your data stored?**

This information is mainly stored in digital form on our computers and in written documents stored at our office. Members names, e-mails and encrypted website passwords are also stored by our web service provider alto.de.

Any information that is stored remotely is stored in the EU in compliance with the GDPR.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

According to the GDPR we do not have a statutory requirement for a Data Protection Officer. The IIRB General Secretary is responsible for ensuring IIRB discharges its obligations under the GDPR.

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

Members of the committee of the IIRB have access to members' data for them to carry out their legitimate tasks for the organisation.

Sub-contractors of the IIRB may be given access to data for specific tasks, e.g. in the frame of event organisation. They are not allowed to use it for any other purpose.

### **What is the legal basis for collecting this data?**

IIRB collects personal data necessary for the purposes of its legitimate interests as a membership organisation enabling knowledge transfer and networking in sugar beet research. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with IIRB's legal obligations.

### **How can you check what data we have about you?**

If you want to see the basic membership data we hold about you, please contact the IIRB office.

You can contact us, too, if you want us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide the information to you within one month. There is usually no fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does the IIRB collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. The IIRB does not record any such special data.

### **How can you ask for data to be corrected, limited or removed?**

- Membership data are updated and corrected following annual e-mail requests to members, and at any other time a member informs us.
- You may choose to limit the data stored, please contact the IIRB office. Limited data however must guarantee we have at least one method of contacting you.
- Data can be removed
- Any of these options can be implemented for your IIRB membership by contacting the IIRB office (mail@iirb.org).

### **How long we keep your data for, and why?**

We normally keep members’ data after they resign or their membership lapses for a period of 5 years in case they later wish to re-join. After this period, we only store the name and affiliation of members for statistical reasons but delete the other data. However, we will delete any former member’s contact details entirely on request.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

### **What happens if a member dies?**

We normally keep members’ information after they die according to the principles stated above. If requested by their next-of-kin to delete it, we will do so on the same basis as when requested to remove data by a former member.