

PROTECTION OF PERSONAL DATA

Union Syndicale attaches a great deal of importance to respect for your private life. Access to your personal data is subject to strict security controls and they are not communicated to third persons except in the cases listed below under point 3.

1. THE DATA CONCERNED

The personal data of members and former members of Union Syndicale Brussels are collected and treated only to the extent necessary for the management and operation of the trade union. The information involved is as follows:



- **identification and contact data:** membership number, name(s), first name(s), and other information communicated in the membership application form (addresses, telephones, electronic addresses, ...);
- **personal data:** date of birth, gender, nationality, language;
- **professional data:** administrative status, date of recruitment, function group, grade, step, institution, service to which assigned, level of activity;
- **membership data:** date of joining, bank account, data relative to payment of subscriptions, data on services used (training, insurance, legal support, etc).

We do not collect, nor do we treat, any data of a personal nature concerning persons who are not members or former members of Union Syndicale Brussels.

2. PURPOSES OF DATA TREATMENT

The data collected are used solely for the management and good functioning of the trade union in order, in particular, to:

- **comply with the obligations flowing from our statutes** (call to general assemblies, participation in elections to statutory bodies, consultation of members or groups of members, payment of membership dues ...);
- **facilitate contact with our members** or with certain categories of members.

3. WHO HAS ACCESS TO THE DATA AND TO WHOM ARE THEY COMMUNICATED?



The members of the Bureau of Union Syndicale and our secretariats have access to all the data that we record. On request, the secretariat may transmit to other members of the Executive Committee the following data:

- **membership status,**
- **date of joining,**
- **membership payments situation,**
- **contact data** (office, electronic address, telephone).



The list of members or of certain groups of members is not communicated to members of the Executive Committee, nor to candidates for election to the Executive Committee. The lists may be communicated to certain members of the Executive Committee for the purpose of undertaking a particular task which has been conferred on them by the Executive Committee.

Certain data of a personal nature may be transmitted to third persons (that is to say persons who are not members of the Executive Committee of Union Syndicale Brussels or one of the secretariats of Union Syndicale Brussels) when a member has recourse to the services or benefits that are reserved to members of Union Syndicale, in particular:

- when you seek **assistance from one of our barrister advocates**, we can tell him if you are a fully paid-up member and for how long, as well as your membership number;
- when you ask to benefit from a reduction **proposed by one of our partners**, for example for insurance or training, we can inform the partner whether you are a fully paid up member and what your membership number is. We can repeat this information if the benefit is linked to remaining a member of Union Syndicale Brussels.

Further, in the context of the control of representativeness of trade unions, an independent body (for example, a court officer (*huissier de justice*) duly authorised by the institution may, **with the agreement of Union Syndicale Brussels**, consult the list of our members in order to verify the information relating to the number of members which we are obliged to transmit to the institutions.

Their authorisation explicitly forbids them from communicating to the institution any personal data concerning a member or from indicating that a person is a member of a trade union.

4.PROTECTION OF PERSONAL DATA

The database of Union Syndicale Brussels is managed by the secretariat of Union Syndicale Brussels, under the direct responsibility of the General Secretary of Union Syndicale Brussels. Alone, our secretariats have access to it.



For any question, correction or request concerning the information you have communicated to us, please contact the secretariat of Union Syndicale Brussels.

5.ACCESS TO YOUR PERSONAL DATA

You do not have direct access to your data, but at any moment **you have the right to ask what data is recorded concerning you and to have it rectified**. To do that you should contact our secretariat in writing.

6.FOR HOW LONG IS YOUR DATA KEPT?

All the data of a personal nature that we receive is kept on our server for the duration of your subscription and then for a further three years. When you cease to be a member of Union Syndicale, you can ask at any moment for your personal data to be deleted.

When your data is deleted (after three years or upon request), we retain only your membership number, your name, your staff number, the date of joining and the date and ground of terminating your membership (data which is necessary in order to take a decision on a possible later request for re-admission as a member).