

PRIVACY POLICY-QUEST ngo

At QUEST ngo, we are committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store, and protect your personal information in accordance with the General Data Protection Regulation 2016/67 (EU GDPR) and all the other applicable data protection national laws.

In the processing of personal data we adhere to the principles of lawfulness, correctness, transparency, purpose limitation, data minimisation, accuracy, retention limitation, integrity, confidentiality and accountability.

With this Privacy Policy, we inform you that your personal data will be processed in the following terms: we may collect personal information from you when you interact with our ngo, such as name, contact details, health data if necessary, photos and videos previous signature of a specific liberatory, and any additional information you voluntary provide to us.

If your personal data is used for statistical analysis to support the management and decision-making process, it will be anonymized for this purpose through the use of information technology.

A. Data controller:

QUEST “Quality Education for sUustainable Social Transformation” ngo.

Address: Rue François Gay 257, Woluwe Saint-Pierre 1150 Bruxelles;

E-mail: info@quest-eu.org.

B. The categories of personal data collected are the following:

1) Personal data: Information that allow to identify, directly or indirectly, a subject:

-name and surname;

-age;

-country of origin;

-language;

-email address;

- personal or professional phone number;
- pictures and videos during our activities (with previous, specific, written consent).

2)Health data: these sensitive data are collected in order to better respond to any specific needs and within the framework of specific activities:

- allergies;
- dietary requirements;
- disabilities.

3)Professional data: in order to collect useful information for our researches, we may ask you to fill some questionnaire regarding:

- type of profession (if you are a teacher, a student, a person working in educational organizations ecc.);
- work information (the name and address of your association, organization ecc.);
- job description: your role, your tasks, your responsibilities, your duties, the activities you do ecc.

C. Purposes of data collection: we use your personal data for the following purposes:

- to make researches on the educational field
- to provide you information about our projects, campaigns, events and initiatives
- to send to subscribers our monthly newsletter;
- to create videos about our project travels and events;
- to analyze and improve our services, website and social media;
- to communicate with you and answer to your requests;
- to accomplish with any legal requirements.

D. Lawfulness of the processing of personal data: Your personal data will be processed for the following legal reasons:

- Adoption of pre-contractual measures at the request of the data subject;

-Your consent for a specific purpose. Such consent may be revoked at any time, without prejudice to the lawfulness of the processing of personal data carried out on the basis of such consent until the date of revocation of the consent.

D. Data retention: how long will we keep your personal data?

Data will be collected only for the period of time necessary to fulfill the purposes for which they were collected identified at letter B, in accordance to articles 13 and 14 of GDPR. After this period, the data will be deleted.

E. Data Sharing and Disclosure:

We do not sell, rent, or trade your personal information to third parties. However, we may share your information with trusted third-party service providers who assist us in operating our NGO and providing services to you. These service providers are contractually bound to keep your information confidential and secure.

F. What are your rights? As a data subject, you have the following rights regarding the processing of your personal data:

- **Access:** you can obtain information about the processing of your personal data, as well as consult your personal data contained in our archives at any moment;
- **Rectification:** you may modify or update your personal data at any moment if they are incorrect or incomplete;
- **Cancellation:** you may request the deletion of your personal data when, among other reasons, such personal data will no longer be necessary for the purposes for which they were collected;
- **Objection:** you may request the cessation of the processing of your personal data. We will interrupt the processing of your personal data, unless there are legitimate reasons or for establishing, exercising or defending rights in administrative, judicial or out-of-court proceedings;

• **Restriction of processing:** you may request the limitation of the processing of your personal data in the following situations: (a) if you contest the accuracy of your personal data, for the period necessary to verification; (b) if the processing is illicit and you have opposed the processing by requesting the restriction of the use of your personal data; (c) if we no longer need to process your personal data, but you need it to exercise or defend your rights in administrative, judicial or out-of-court proceedings; (d) if you have opposed the processing of your personal data for the fulfilment of an obligation in the public interest or for the satisfaction of a legitimate interest, in the attendance of the verification above the prevalence of such legitimate reasons for processing with respect to yours.

• **Portability:** in specific situations you have the right to receive, in a structure format, commonly used and readable by automatic devices, the personal data you have shared with us and those obtained from your relationship with us, and to transmit them to another body.

G. Changes to this Privacy Policy:

We may update this Privacy Policy to reflect changes in our practices. Any updates will be posted on our website, and the use of our services constitutes the acceptance of the updated privacy policy. We may suggest you to read carefully this privacy policy and every updated version, in order to give a informed consent.

By providing us the data indicated in this Privacy Policy, you confirm that you have read and accepted it.

If you have any question or if you want to exercise your rights, please contact us at info@quest-eu.org.

To exercise your rights, if necessary, we may ask you to identify yourself and to tell us specifically the right you want to exercise.

The exercise of rights shall be free of charge unless the request is manifestly unfounded, excessive or repetitive.

We also inform you that it is always possible to file a complaint to the National Supervisory Authority of Belgium (Autorité de Protection des données-APD) at the following email address: contact@apd-gba.be or to the European Data Protection Supervisor (EDPS) filling the complains form in the website.