### The charter of Art and museum margins for the use of your personal data

# (December 2020 version)

Certain services (for example, online ticket reservations) require the communication of personal data (IP address, geolocation of your connection, surname, first name, email address, telephone...), this charter defines the context of their use.

## WHO?

The person responsible for the processing of these data is Art et marges musée (ASBL company number BE0429.412.466, Rue Haute 314, 1000 Brussels, Belgium) and the data protection officer is Tatiana Veress (info@artetmarges.be, +32 (0) 2 533 94 90).

Your personal data will not be passed on to third parties or outside the European Economic Area. If this should occur, you will be asked for permission to do so.

### WHY?

Le Art et marges musée attaches great importance to the protection of your personal data. The museum undertakes to treat them in a fair, lawful and transparent manner as required by the law of 30 July 2018 on the protection of individuals with regard to the processing of personal data, Regulation 2016/679 of the European Parliament, the Council of 27 April 2016 and Directive 95/46/EC.

#### WHAT?

The processing of your personal data concerns the booking of tickets through our online platform in order to ensure that your order runs smoothly. The museum also uses your data to improve your experience on its website (in particular in order to know the language of consultation most used, the most consulted pages...).

If you have made a request, you may be subscribed to our newsletter, so the museum stores your email address. You can unsubscribe at any time by sending an email to info@artetmarges.be, your stored data will then be deleted.

# HOW?

Le Art et marges musée is committed to doing everything possible to protect your data, in accordance with the law and the state of the art. Appropriate technical and organizational measures have been put in place to protect them. These measures are designed to provide a level of security appropriate to the risks presented by the processing of your data.

However, the museum would like to draw your attention to the particular risks linked to the specific characteristics of the Internet and networks and the fact that information relating to data may be captured and/or transferred, without your knowledge, in particular to countries that do not ensure an adequate level of protection.

# HOW LONG DOES IT TAKE?

The period of data retention is generally set at 10 years. This period is defined for practical reasons and our accounting obligation to keep the data for 10 years and technical feasibility.

Beyond this period, the data is deleted, made anonymous or kept exclusively for statistical purposes and is not used for any kind of exploitation whatsoever.

# WHICH USERS?

Authorized members of the Art et marges musée staff (in particular the persons in charge of reservations and communication) have access to your data.

The museum's external subcontractors and service providers (in particular the ASBLs in charge of the website and the reservation platform) may have access to your data. They are required to provide the same level of protection as the museum and not to use your data for purposes other than those specified by us.

## YOUR RIGHTS

You have a right of access, a right of correction (in case of inaccurate data) and a right to delete your registration data.

You can exercise your request for access, modification, deletion or opposition to our data protection delegate by clearly specifying what it concerns via the email address: info@artetmarges.be.

The possibility of replying to your request as soon as possible and in any case will be studied within one month of receipt of the request. If necessary, this period may be extended by two months, depending on the complexity and number of requests.

In addition, it is possible that following your request, the data protection officer may have to verify your identity in order to avoid any abuse or identity theft. This verification may require the transmission of additional data such as a copy of your identity card.

In addition, you can prevent the storage of your user data by configuring your browser.

#### CONTROL AUTHORITY

DATA PROTECTION AUTHORITY

Rue de la Presse, 35, 1000 Brussels

Phone: +32 (0)2 274 48 00

Fax : +32 (0)2 274 48 35

Email: commission@privacycommission.be

Website: www.privacycommission.be