



## **Privacy statement Winter in Antwerpen**

The city of Antwerp attaches great importance to the protection of your personal data (and that your privacy is respected).

In this privacy statement we want to provide clear and transparent information about what data we collect and how we handle personal data. We make every effort to ensure your privacy and therefore handle personal data with care. The city of Antwerp complies in all cases with the applicable laws and regulations, including the General Data Protection Regulation.

The Data Protection Officer is Anne Borré who you can contact via the email address below:

- [informatieveilgheid@antwerpen.be](mailto:informatieveilgheid@antwerpen.be)

This means that:

- we process your personal data in accordance with the purpose for which they were provided, the aims and types of personal data are described in this privacy statement;
- the processing of your personal data is limited to only those that are minimally required for the purposes for which they are processed;
- we will ask for your consent if we need to process your personal data;
- we have taken appropriate technical and organisational measures to ensure the security of your personal data;
- we will not pass your personal data on to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- we must be aware of your rights regarding your personal data, to point this out to you and to respect them.

As the city of Antwerp, we are responsible for the processing of your personal data.

If you, after reading our privacy statement, or in a more general sense, have questions or wish to contact us, please contact us via the following contact details:

Stadsbestuur Antwerpen, Grote Markt 1, 2000 Antwerpen,

Telephone: 03 338 15 10

E-mail: [winterinantwerpen@antwerpen.be](mailto:winterinantwerpen@antwerpen.be)

As the events team of the city of Antwerp, we are responsible for the processing of your personal data. If you, after reading our privacy statement, or in a more general sense, have questions or wish to contact us, please contact us via the following contact details:

Stad Antwerpen, Stadsbeheer, Francis Wellesplein 1, 2018 Antwerpen.

Telephone: 03 338 15 10

E-mail: [winterinantwerpen@antwerpen.be](mailto:winterinantwerpen@antwerpen.be)

### **Why do we process personal data?**

Your personal data is processed by the city of Antwerp for the following purposes and legal grounds:

In order to process your registration for the Christmas market, we need the following information:

- Company name
- Company number
- Address
- Surname/first name
- E-mail address
- Telephone number



We need this information because:

- In order to apply for a permit for the entire duration of the Christmas market, the company must be registered in the National Companies Register (Kruispuntbank). Foreign exhibitors must be registered in a comparable official registration system in the country in which they are established. They must communicate this registration system on the application form. They must also state under which company form they are registered.
- Only one chalet, as shown on the market plan, can be assigned to the same natural or legal person. This will be checked prior to the assignment of the chalets. It will be checked whether the company and specified invoicing data are correct and concur with the information on the application form. A chalet can only be assigned if this information is correct.
- In order to formulate an invoice, we need correct and up to date invoicing data from the company in question.
- In order to contact you in connection with your application, the allocation process, payment, invoices and practical information about the Christmas market, we need correct and up to date contact information from the company in question.

We will only use the collected data for the purposes for which it was obtained.

We may provide the data you give us to third parties if it is necessary for the execution of the purposes described above. For example, we use a third party for:

- Webhosting;
- Providing IT infrastructure (including IT network, ...);
- The provision (and distribution) of newsletters and invitations.

We never pass personal data on to other parties with whom we have not entered into a processor agreement with.

With these parties (processors) we ensure to make the necessary arrangements for the security of your personal data.

Furthermore, we will not pass on the information you provide to third parties unless this is legally required and permitted. An example of this is that the police request us to provide (personal) data in the context of an investigation. In such a case, we must cooperate and are therefore obliged to provide this information.

We can also share personal data with third parties if you give us written permission to do so. You have the right to revoke this consent at any time, without this affecting the lawfulness of the cancellation process thereof. We do not provide data to parties located outside of the EU.

#### **Who are the recipients of the personal data?**

The city of Antwerp and the events team and Stadsbeheer.

#### **Storage period**

The city of Antwerp does not store personal data any longer than is necessary for the purpose for which it is provided or required by law. As a general rule, personal data will be stored for a maximum of 10 years after it has been collected.

#### **Security of the data**

We have taken appropriate technical and organisational measures to protect your data against unlawful processing. We have taken the following measures for example:

- All persons from the city of Antwerp who come into contact with your personal data are obliged to maintain their confidentiality ;
- We use a username and password policy on all our systems ;
- We pseudonymise and ensure the encryption of personal data if there is reason to do so;
- We make backups of the personal data in order to be able to restore them in the event of physical or technical incidents;
- We regularly test and evaluate our measures;  
Our employees have been informed about the importance of protecting personal data



### **Your rights regarding your data**

You have the right to inspect and to correct the personal data that we have received from you. At the top of this privacy statement is how you can contact us. To prevent abuse, we can ask you to adequately identify yourself. To verify your identity, we ask you to send a copy of your identity card. We strongly recommend that you make your passport photo invisible and that it is a copy. You also have the right to have your data deleted unless it cannot be deleted for legal reasons.

### **Complaints**

If you have a complaint about the processing of your personal data, we ask you to contact us directly. You always have the right to lodge a complaint with the Data Protection Authority (GBA), which is the supervisory authority in the field of privacy protection

### **Change of privacy statement**

The city of Antwerp can change its privacy statement. We will make an announcement of this change on our website.