



ADHD Europe Data Privacy Policy

ADHD EUROPE is making the reasonable accommodations to be in full compliance of the Data Protection Law (GDPR) that shall come into force on 25 May 2018. We value the protection and confidentiality of your personal data. We provide members of our organization, subscribers to our newsletter and those persons who have signed our online 'Declarations' and similar sign-up services the opportunity to unsubscribe from our mailing lists by contacting us. Our website is currently being improved to incorporate the "unsubscribe" button service to facilitate an easier OPT-out method which will be available at the bottom of emails in the near future. ADHD EUROPE will use your personal data only for the purpose for which you have given permission. ADHD EUROPE will not sell, rent, loan, trade or lease any personal information collected online or offline.

We will not share your data or personal information (email address, postal address, phone numbers, or names) to any third parties and will only send you information related to the purpose for which you have given permission. Your information is to be kept confidential unless explicit consent to share is given by the user.

ADHD EUROPE uses secure data networks that are protected by password protection systems. Please review our Cookie Policy.

ADHD EUROPE's security and privacy policies are periodically reviewed and enhanced as necessary. Only authorised individuals have access to the information provided by our contacts.

Our databases are located in the European Union.

How to withdraw consent to be emailed or unsubscribe from receiving emails:

If you wish to stop receiving emails from ADHD EUROPE, you may do so by contacting us by email at: media@adhdeurope.eu or write to us at: ADHD Europe, Rue Washington 40, B-1050 Brussels, Belgium.

Access to information and data rectification

You have the right to ask for a copy of the information ADHD EUROPE has about you. Furthermore, you have, at any time, the right to access, modify, correct and remove your data collected in our database. You can request this by contacting ADHD EUROPE by email: media@adhdeurope.eu or in writing at: ADHD Europe, Rue Washington 40, B-1050 Brussels, Belgium.

What personal data does ADHD EUROPE process?

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). Four of these are relevant to the types of processing that we carry out. ADHD EUROPE only collects the personal data needed to carry out a service requested by you or by a third party namely:

1. a person's consent (for example, to send you information by email)
2. a contractual relationship (for example, to provide you with goods or services that you have subscribed or purchased from us)
3. processing that is necessary for compliance with a legal obligation (for example to process a Donation declaration, and carrying out due diligence on large donations)
4. ADHD Europe's legitimate interests

Site : www.adhdeurope.eu

Registered International Non-Profit Organization in Belgium: 0810.982.059



When we use your personal information, we will always consider if it is fair and balanced to do so and if it is within your reasonable expectations. We will balance your rights and our legitimate interests to ensure that we use your personal information in ways that are not unduly intrusive or unfair. Our legitimate interests include:

- Charity Governance: including delivery of our charitable purposes, statutory and financial reporting and other regulatory compliance purposes
- Administration and operational management: including responding to solicited enquires, providing information and ADHD Europe services, research, events management, the administration of volunteer's requirements

What, When and why does ADHD EUROPE process personal data?

What personal data do we collect: We may collect the following personal information depending on how you provide such information. (for eg: any paper forms you complete; correspondence with us for administration or contractual purposes; digital forms completed via our website, or online surveys; third-party companies and websites such as Paypal or Justgiving)

We may collect data about professional contacts and partners with whom we work. Personal data collected in this way will be processed in accordance with data protection legislation and this policy. We may send our professional partners information and updates about our work (primarily by email). Such contacts can opt out of receiving this information at any time.

We may maintain a record of information related to MPs and other holders of public office, to enable us to undertake our campaigning activity in furtherance of our charitable aims. This will include keeping a record of contact details such as address, telephone number and email address as well as publicly available voting records and committee and group memberships.

When do we collect your personal data: We collect personal data for many reasons, including to provide you with services, communicate with you and send you information you have requested, and administer campaigns and donations. Depending on how you interact with us, we may process data for the following reasons:

- to provide you with advice or support that you have requested
- to administer services ADHD Europe is providing to you
- to communicate with you regarding ADHD Europe's work, fundraising, and campaigning activities
- to comply with applicable laws and regulations, and requests from statutory agencies

Why do we process your personal data: We only processes these data in certain situations:

- If you have explicitly given your permission to do so;
- If it is necessary to process the data in order to provide a service you have requested (e.g. your address to send a publication or your bank account number to provide a payment);
- If we are legally obliged to process the data (e.g. your personal data and ID number to issue further documentation with regards to an event);
- If it is necessary in the public interest or for a legitimate purpose (e.g. displaying organisations and any other persons or professionals on our website).



- We may use your membership data for our website to indicate that you are a member organization and how to contact you.
- We may use your professional membership data for our website to indicate that you are a professional member and a biography about you.
- We shall not indicate on our website that you are a patient member.
- We may use your consortium membership data to indicate that you are member with your organization detail and how you are affiliated with us.
- We may add a link to your website or an article published by you.

How does ADHD EUROPE treat personal data?

To ensure that our services meet a high standard of quality, our files are sometimes checked by our administration volunteers namely; the President, the Secretary and the Treasurer. Files may also be checked by local authorities when requested to do so. All volunteers are bound by confidentiality policies.

Sensitive personal data (e.g. health information or bank account numbers) are always treated as confidential and never made public. Your data are only used for the service you have requested (unless the conditions described in the paragraph above are met) and we never pass on contact details to third parties for commercial purposes.

Disclosure of your personal data: We will not share any of your personal data to any third party – except when either we are required to do so by law, for example to law enforcement or regulatory bodies where this is required or allowed under the relevant legislation and/or we have obtained your consent. We will **never** share or sell your personal data to a third-party organisation for marketing, fundraising, or campaigning purposes.

How long does ADHD EUROPE keep personal data and retention of data?

If you submit an application form to become a member, sign an online declaration, sign-up through our website for our newsletter service, register for an event or make a payment, we will keep your data for the time needed to provide the service you have requested and according to the legal basis. ADHD EUROPE may also decide to collect some data in an aggregated form, over a longer period of time, in order to evaluate and make adjustments to its own activities (e.g. website visitors, newsletter opening track record).

The length of time that data will be kept may depend on the reasons for which we are processing the data and on the law or regulations that the information falls under, such as financial regulations or any contractual obligation we might have. Once the retention period has expired, the information will be confidentially disposed or permanently deleted.

How does ADHD EUROPE keep my personal data safe and treat security of data?

Your data are processed in a way that is safe. We therefore use various security technologies and measures to protect your data from unauthorised access, use, loss or publication. These technologies and measures are tested on a regular basis and updated if necessary.

We use appropriate technical and organisational measures and precautions to protect your personal data and to prevent the loss, misuse or alteration of your personal data.

We encourage you to review the privacy statements of websites you choose to link to from the ADHD Europe website, so that you can understand how those sites collect, use and share your information. We are not responsible for the privacy statements, security, or other content on sites outside of the website.

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What can I do about my own personal data – Your rights?

You have many rights under data protection legislation. These include:

Right of Access: You have the right know what information we hold about you and to ask, in writing, to see your records. We will supply any information you ask for that we hold about you as soon as possible, but this may take up to 30 days. We will not charge you for this other than in exceptional circumstances. You will be asked for proof of identity as the person dealing with your request may not be the staff member you have met before. We need to be sure we are only releasing your personal data to you.

Right to be informed : You have the right to be informed how your personal data will be used. This policy, as well as any additional information or notice that is provided to you either at the time you provided your details, or otherwise, is intended to provide you with this information.

Right to withdraw consent: Where we process your data based on your consent (for example, to send you marketing texts or emails), you can withdraw that consent at any time. To do this, or to discuss this right further with us, please contact us using the details in the 'Contact us' section below.

Right to object: You also have a right to object to us processing data where we are relying on it being within our legitimate interests to do so (for example, to send you direct marketing by email). To do this, or to discuss this right further with us, please contact us using the details in the 'Contact us' section below.

Right to restrict processing: In certain situations, you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.

Right of erasure – to be forgotten: In some cases, you have the right to be forgotten (i.e. to have your personal data deleted from our database). Where you have requested that we do not send you marketing materials, we will need to keep some limited information to ensure that you are not contacted in the future.

Should you wish to contact us about the above you can do so by emailing us media@adhdeurope.eu

If you consider that your data have been handled incorrectly, you can submit a complaint to the Privacy Commission.

Contact us

The controller of your personal data, under applicable data privacy legislation and in regard to the processing of personal information, is: ADHD Europe, Rue Washington 40, B-1050 Brussels, Belgium.

If you have questions about our privacy practices, you may contact us at the above address or by emailing media@adhdeurope.eu