

PRIVACY POLICY

Canada Webinar Series

We make it a matter of pride to respect the privacy of our attendees and to treat their personal data in the strictest confidentiality and in accordance with the legislation in force, including the Regulation 2016/679 ('**General Data Protection Regulation**' or '**GDPR**').

The privacy policy ('**Policy**') is intended to inform you, in a transparent manner, about the data we collect, the purpose for collecting it, the way we use it and the rights you have regarding the processing of such data.

We draw your attention to the need to read this Policy carefully. If you have any other questions, do not hesitate to contact us at the following address: Lily.Choi@international.gc.ca

1. WHO IS RESPONSIBLE FOR PROCESSING YOUR DATA?

Mission of Canada to the European Union is the controller of your personal data.

Mission of Canada to the European Union,
Avenue des Arts 58
1000 Brussels
Belgium

We have appointed as a single point of contact within our company a data protection officer (more commonly known as "DPO") whose can be contacted via:

2. WHAT DATA DO WE COLLECT?

We collect your data - personal or otherwise - for various reasons which are defined in the following point (see point 3). It includes the following data:

- your identifying information (surname, first name, title, e-mail address, organization, work title, department, country, address;
- our communications (by email or other)
- any other data that you would communicate to us.

3. WHY DO WE COLLECT YOUR DATA?

We collect your data mainly to organise the event including by sending you all relevant information to allow you to attend the event, send you invitations, process your registration to the event, improve our service and, more generally, to easily communicate with each other.

The legal bases for processing your data are in essence the following:

- The performance of a contract with you (in particular, the contract resulting from the registration to the event) or in order to take steps at your request prior to entering into a contract;

- A legal obligation imposed on us. We need to collect and store some of your data to meet various legal requirements, including tax and accounting;
- Our legitimate interest, provided that it is in accordance with your interests, freedoms and fundamental rights.
- Your consent.

We have a legitimate interest in providing you with this information and interacting with you, especially to respond to your requests or improve our services, prevent abuse and fraud, control the regularity of our operations, exercise, defend and preserve our rights, unless such interests are supplanted by your interests or your fundamental rights and freedoms requiring the protection of your personal data. We take care in any case to maintain a proportionate balance between our legitimate interest and respect for your privacy

4. HOW DO WE COLLECT YOUR DATA?

Most of your data is communicated to us by your active intervention. This is the case when you send us your identifying data to register to an event.

5. ARE YOUR DATA PROTECTED?

We take pride in respecting the privacy of our attendees. We maintain a strict privacy policy and have taken all appropriate technical and organisational measures to ensure a level of security adapted to the relevant risks, including by preventing, to the extent possible, that our servers would be subject to any unauthorized leak, destruction, loss, disclosure, use, access or modification of your data.

In this respect, our employees who have access to personal data are subject to a strict confidentiality obligation. Nevertheless, we may in no way be held liable in the event that this data is stolen or hijacked by a third party despite the security measures adopted.

You undertake not to commit acts that may be contrary to this Policy, or, in general, the law. Violations of confidentiality, integrity and availability of information systems and data which are stored, processed or transmitted by these systems, or the attempt to commit one of these violations, shall be punishable in accordance with applicable law.

6. HOW LONG DO WE STORE YOUR DATA?

We keep your data for the time necessary to accomplish the objectives pursued (see point 3). Once this goal is achieved, we delete them.

We may also continue to keep personal data concerning after completion of the event, including all correspondence or request for assistance sent to us or our sub-processors, in order to be in a position to reply to all questions or complaints that may be sent to after completion of the event, and in order to comply with all applicable laws, namely in tax matters or as part of other legal requirements.

7. WHAT ARE YOUR RIGHTS AND HOW CAN THEY BE EXERCISED?

You have the following rights with regard to our processing of your personal data:

- **Right to be informed** about the purposes of the processing (see above) and the identity of the data controller.

- **Right of access:** you may at any time have access to the personal data that we possess regarding you or check if the data is included in our database.
- **Right to rectification:** we take all reasonable steps to ensure that the data we hold is up to date. If you find that your data is inaccurate or incomplete, you have the right to ask us to correct it.
- **Right to object:** you may, at any time, object to the use of your data by, if permitted by applicable law.
- **Right to erasure:** you may, at any time request the deletion of your personal data, except those which we need to provide our services (in particular, to allow attendance at the event) and data which we are legally required to keep on record.
- **Right of limitation of processing:** you may, in particular, ask us to limit the processing of your personal data when it is based on your consent, when you dispute the accuracy of the data, or when you consider that the processing is illegal.
- **Right of data portability:** you have the right to receive the personal data that you have communicated to us and may also ask us to send this data to another data controller.

To exercise any of your rights, simply send us an email at the following address: Lily.Choi@international.gc.ca

We will then make every effort to take the necessary action as soon as possible.

8. WHO HAS ACCESS TO YOUR DATA AND TO WHOM ARE THEY COMMUNICATED?

Our employees and sub-processors have access to your data only to the extent necessary for processing your registration and/or for fulfilling the objectives pursued (see point 3). Each of them is subject to a strict obligation of confidentiality. The categories of recipients are listed in the full version of the Privacy Policy.

9. DO WE TRANSFER YOUR DATA ABROAD?

We only transfer your data to a non-EU country if it provides a level of protection equivalent to what you can find in your country of residence in accordance with the GDPR (for more information, please check: <https://goo.gl/1eWt1V>).

10. WHAT IS OUR POLICY ON DATA CONCERNING MINORS?

Our events are not targeted to children under the age of 18. If you learn that your minor child has provided us with their personal data without your consent, contact us at the following address: Lily.Choi@international.gc.ca

11. WHAT HAPPENS IN THE EVENT OF A CHANGE TO THE PRIVACY POLICY?

If we had to make any changes to this privacy policy (in particular to comply with any new applicable legislation and/or the recommendations of the Belgian Data Protection Authority, the guidelines, recommendations and best practices of the European Data Protection Board and the decisions of the courts and tribunals on this issue), you would be notified through our website.

12. GENERAL PROVISIONS

Even if we fail to invoke - at any given time - a provision of this Policy, this may not be interpreted as a waiver to at a later time still make use of our rights under the relevant provision.

The invalidity, expiration or the unenforceable nature of all or part of one of the above or below mentioned provisions shall not give rise to the invalidity of the entire Policy. Any fully or partially invalid, lapsed or unenforceable provision shall be deemed not to have been written. We undertake to substitute this provision with another which, to the extent possible, fulfils the same objective.

13. WHAT TO DO IN THE EVENT OF A DISPUTE?

Lengthy trials do not benefit anyone. In the event of a dispute between us, we commit to give priority to dialogue and openness in search of an amicable solution. If appropriate we shall resort to mediation, arbitration, or any other alternative method of dispute resolution.

You can also contact the Data Protection Authority by using the contact details below:

Data Protection Authority
Rue de la Presse 35, 1000 Brussels
Tel : +32 (0)2 274 48 00
Email: contact@apd-gba.be.

This Policy (including its validity, interpretation and/or implementation) is subject to Belgian law, to the extent permitted by the provisions of applicable private international law.

In the event of a dispute relating to (the validity, interpretation or implementation of) the Policy, the courts and tribunals of Brussels have exclusive jurisdiction, to the extent permitted by the provisions of applicable private international law.
