



# FEFANA PRIVACY POLICY NOTICE

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## I. INTRODUCTION

FEFANA asbl is the EU Association of Specialty Feed Ingredients and their Mixtures (EC transparency Register ID: 20132976103-18), having its headquarters in Rue de Trèves 45, 1040 Brussels, Belgium.

At FEFANA we value the privacy of our members, collaborators and website visitors. For this reason, we have set up a system in order to comply with the standards introduced by the new European data protection law, also known as the General Data Protection Regulation (GDPR)<sup>1</sup>, applicable as of 25 May 2018.

For the purpose of carrying out its activities and in its function of “data controller” and “data processor”, FEFANA may gather and process personal data and information from its members and/or third parties, including national partners, authorities, suppliers, collaborators and consultants.

The General Data Protection Regulation (GDPR) sets out the rights of the individual and establishes the obligations of those processing and those responsible for the processing of the data.

As of Article 4 of the GDPR:

- “data controller” means “the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data”;
- “data processor” means “a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller”;
- “personal data” means “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”;
- “processing” means “any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction”.

With the aim of protecting the privacy of the different parties involved and informing them of their rights, FEFANA is setting out this notice.

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<sup>1</sup> [Regulation \(EU\) 2016/680](#): “Regulation on the protection of natural persons with regard to the processing of personal data and the on the free movement of such data”.

## II. DATA USE

### ➤ Categories of data

FEFANA may process the following categories of personal data:

**a) For members, national/EU authorities, national partners, suppliers and other contacts (consultants, fellow associations, etc.):**

*Name (first name and last name), company address, company landline and/or mobile number, company e-mail address, job position, company name.*

Additionally, only for Board Members, we collect:

*National number, birth date, nationality, private address.*

This type of information is received via the following means: expressed consent/business-to-business relation (e.g. newsletter, consultations, business cards, participant lists to meetings); contractual agreement (e.g. membership agreement, payment of invoices, accountant portal).

**b) Spontaneous applications / CVs sent in relation to job openings**

**c) Website visitors:**

The FEFANA website [www.fefana.org](http://www.fefana.org) makes use of cookies in order to guarantee the best browsing experience. The use of cookies is indicated via pop-up with an opt-in/opt-out option.

We use the following cookies:

- Google Analytics<sup>2</sup>:

*\_ga; \_gat; \_gat\_gtag\_UA\_#; \_gid*

These cookies collected are processed into aggregated data which does not contain information that personally identifies the user. They help FEFANA understanding how visitors interact with the website (e.g. visited pages, time spent on the website, issues encountered, language, location, etc.).

- *720plan, 720planBAK*

These cookies are set by our host server OVH as part of a persistence system, their duration is of a session.

- *euCookie*

This cookie is used as part of the notification of use of cookies on our website and it memorizes your choice on the relevant cookie notification bar, preventing it from appearing on each visited page.

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<sup>2</sup> For more information on Google Analytics cookies please visit:  
<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>  
Or Google's Privacy Policy:  
<https://support.google.com/analytics/answer/6004245>

- *PHPSESSID*

This cookie only refers to the session stored on the web server. No information is stored in the user's browser and it expires when the browser is closed

**N.B.:** To disable cookies you may refer to the following guides for [Google Chrome](#), [Internet Explorer](#), [Mozilla Firefox](#) (on other browsers: please check the support website for your browser).

➤ **How does FEFANA use your data?**

FEFANA may process your personal data for the following purposes:

1. Processing of membership applications;
2. Dissemination of newsletters, calls for internal consultations, circulation of other membership-relevant information or materials and information on FEFANA events and meetings;
3. Processing of registrations to FEFANA events' or internal meetings;
4. Managing and inviting speakers at FEFANA events;
5. Responding to internal or external enquiries;
6. Other activities in relation to FEFANA's statutory objectives.

Only in the occasion of an external event, FEFANA might share the list of participants with the administration of the booked location for organizational purposes (e.g. diet needs and meal choices, number of seats, etc.).

FEFANA does not use your personal information for "profiling" or marketing purposes.

➤ **How long does FEFANA store your data?**

Personal data is stored in our databases until specific request for deletion is made by the interested party.

With regards to CVs, unless otherwise specified by the applicant, these are stored for a period of 1 year.

### III. DATA SUBJECT'S RIGHTS AND DATA PROTECTION

Articles 15 to 21 of the GDPR confer you a number of rights as data subject, mainly:

1. Right of **access** to your personal data;
2. Right of **rectification** of inaccurate data;
3. Right to **erasure** ('right to be forgotten') of personal data concerning you without undue delay;
4. Right to **restriction** of processing under certain cases, as inaccuracy of the data itself, unlawful processing (following request of erasure) or the need of data for the exercise or defence of legal claims;
5. Right to receiving **notification** in case of rectification, erasure or restriction of processing of personal data;
6. Right to receive your personal data in a structured, commonly used and machine-readable format and, where technically feasible, have such data transmitted directly from one service provider to another (**data-portability**);
7. Right to **object** at any time to processing of personal data for direct marketing purposes or for the purposes of "profiling".

#### ➤ Security measures

Furthermore, in compliance with articles 32 to 34, FEFANA puts in place all appropriate **security measures** to protect data collected and processed for the purpose of its activities; as well as the **notification procedures** to the competent supervisory authority and data subject in case of personal data breach, where the breach is likely to result in a risk to the rights and freedoms of persons.

To ensure GDPR compliance, FEFANA uses the technology supplied by its IT provider [Fox Concept](#). Data are hosted on our local Synology NAS (Network Attached Storage)<sup>3</sup> and we use Advanced Encryption Standard (AES) on local host.

To protect your data, a daily local backup is carried out and the information is replicated on a second Synology NAS hosted in a datacenter in Belgium (Zaventem) using Hyper Backup, a built-in Synology application.

This external flow is encrypted over the internet.

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<sup>3</sup> [https://www.synology.com/en-us/knowledgebase/DSM/tutorial/File\\_Sharing/How\\_to\\_encrypt\\_and\\_decrypt\\_shared\\_folders\\_on\\_my\\_Synology\\_NAS](https://www.synology.com/en-us/knowledgebase/DSM/tutorial/File_Sharing/How_to_encrypt_and_decrypt_shared_folders_on_my_Synology_NAS)  
[https://www.synology.com/en-us/knowledgebase/DSM/tutorial/Backup\\_Restore/How\\_to\\_back\\_up\\_your\\_data\\_to\\_a\\_remote\\_Synology\\_NAS\\_or\\_file\\_server\\_with\\_Hyper\\_Backup](https://www.synology.com/en-us/knowledgebase/DSM/tutorial/Backup_Restore/How_to_back_up_your_data_to_a_remote_Synology_NAS_or_file_server_with_Hyper_Backup)  
[https://www.synology.com/en-us/knowledgebase/DSM/tutorial/Application/How\\_to\\_connect\\_to\\_Synology\\_s\\_VPN\\_Server\\_using\\_a\\_Windows\\_PC\\_or\\_Mac](https://www.synology.com/en-us/knowledgebase/DSM/tutorial/Application/How_to_connect_to_Synology_s_VPN_Server_using_a_Windows_PC_or_Mac)

Access to files is possible from our LAN (Local Area Network) and from the WAN (Wide Area network) only using a VPN. An encrypted certificate (SSL) encrypt our data flow during VPN access.

Antivirus<sup>4</sup> are installed on all our computers to eliminate all types of threats, including viruses, rootkits, worms and spyware.

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<sup>4</sup> <https://www.eset.com/int/about/technology/>

#### IV. CONCLUSIVE REMARKS AND DETAILS

The FEFANA Secretariat can be contacted for further information, including to exercise your rights as described under Paragraph III of the present policy notice and the reference General Data Protection Regulation, at the following:

- E-mail: [info@fefana.org](mailto:info@fefana.org)
- Tel. +32 (0)2 639 66 60

In case of amendments to the present privacy policy, FEFANA will notify interested parties via e-mail and/or via up-date of the relevant FEFANA website page.