

## DigEnlight (26/11/2017) PRIVACY POLICY

This privacy policy sets out how Digital Enlightenment Forum (DigEnlight) uses and protects any information that you give to us when you use this website.

DigEnlight is committed to protect your privacy. The information that you provide in your profile on this site will only be used in compliance with your personal choices and this privacy statement. Should we ask you to provide further information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

DigEnlight may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st of January 2017.

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### What we collect

We may collect the following information:

- The information you provide us in your profile
- Information that we are obliged to collect from the Associates of DigEnlight to comply with Belgian law and our statutes (this is included in the profile information)
- other information relevant to surveys and/or invitation and registration to events

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### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services such as event attendance and interest in certain materials on our website.
- We periodically send you our Newsletter with information on new events, and initiatives and readings you might find interesting. We do so because we think you

may find it interesting and we use the email address which you have provided. If you do not want so you are invited to ask us to stop, which we will do.

- We may use the information to customise the website according to your interests.

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## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations and access to your needs, and your topic/themes preferences, and your type of membership chosen.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Also, while logged in to the Members' Area, a PHP session cookie will be stored in the users' browser, for communicating between the browser and the user's session.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

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## **Links to other websites**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

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## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request details of personal information which we hold about you under European Data Protection Law. You can manage your profile and its visibility yourself. The only limitation to that are the legal obligations that we have on the public visibility of our Associate members.

If you believe that any information we are holding on you is incorrect or incomplete, please change it in your profile, or email us at [secgen@digitalenlightenment.org](mailto:secgen@digitalenlightenment.org) or write at the formal address of DigEnlight below.

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