



## EUROPEAN LAWYERS FOUNDATION'S DATA PROCESSING ACTIVITIES

The European Lawyers Foundation (ELF) simply holds data related to its activities. This means that we do not share personal data with any third party. Furthermore, since we are a not for profit organization (as recognized by The Netherlands Tax Authorities) we do not use any data for commercial purposes.

**Purpose of data processing:** We just have data that is relevant for our projects (ie: data of participants that take part in our activities) or for our organization (data of employees and of members of ELF's bodies).

**Types of personal data:** in almost all cases the data is simply the name, surnames and e-mail addresses. In some cases, it may be also the city or even an address if the participant send us an e-mail which contains these data in her/his signature. This also applies to members of our Boards except from the members of the Board of Directors where, due to legal requirements (ie: their registration at the Chamber of Commerce in The Hague) we do need to provide copies of their passports (that includes data such as date and place of birth) that we hold as scanned copies in our secure server. For employees, we do hold their name, surnames, address at the moment of sign the employment contract and place and date of birth. Other data may be hold in relation to the payment of social security obligations.

**Category of data subject concerned:** participants in our projects (including speakers), employees and members of ELF's boards.

**Category of recipients:** Authorities (including tax authorities), projects' donors for justification of costs' purposes (including the European Union), MAEK Advies for preparing employees' payslips.

**Storage periods:** since almost all our data is related to projects that are funded with public funds, we are legally obliged to keep the data for at least 5 years following the end of the project as this is the time in which the donors (ie: organization which granted the funds) may decide to carry out an audit. This affect participants and also employees since all ELF's employees are partially or totally funded by EU projects. For the members of the ELF's Board, their data (name, surname and country they represent) are deleted from our website as soon as they end their mandate.

### European Lawyers Foundation

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**Technical and organisational security measures to protect the personal data:** all information that is stored electronically is stored in our own server which has the adequate level of protection. All our computers are also secured (with Avast Internet Security software). The information that we hold in paper is secured in ELF's offices that are always closed by key in the out of working hours period. Our offices are located in a building that is also closed to people from outside by one door (and two doors during the weekends).

**Recipients outside the EU:** as far as we know, none of our data is transferred to recipients outside the EU.

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