

# Data Protection Privacy Policy

## Definitions

‘Data Controller’ means the person or organization which determines when, why and how to process Personal Data and implements appropriate technical and organizational measures to comply with the Law;

‘Data Subject’ means a living, identified or identifiable natural person about whom we hold Personal Data.

‘Personal data’ means data about the Data Subject who can be identified:

1. from that data; or
2. from that data and other information to which we have or are likely to have access to.

Depending on the nature of your interaction with the website, some examples of Personal Data which the website may collect from you include, without limitation, names and identification information such as email address, telephone numbers, ID cards.

‘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, organization, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure or destruction.

‘The Law’ means Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data;

‘Third Party’ means the recipient of your Personal Data who may be bank institutions, governmental bodies, public authorities, Accounting offices and any other organization, institution to whom your Personal Data will be provided for the scope of the services assigned with our website only.

The Principals of Law on your data:

1. Be processed in a lawful, fair and transparent manner;
2. Be obtained only for specific, lawful purposes and not further processed in a way that is not compatible with those purposes;
3. Personal Data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which is processed (not excessive);
4. Be accurate and kept up to date;
5. Not be held for any longer than necessary;
6. Personal Data should be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organizational measures.

## Introduction:

This Data Protection Policy (‘**Policy**’) sets out the basis which WBIF, may collect, use, disclose or otherwise

process Personal Data of Data Subjects in accordance with the Law. This Policy applies to all Personal Data in the company's possession or under the company's control.

#### Collection, Storage, Use and Disclosure of Personal Data:

The company generally collects Personal Data that:

1. you knowingly and voluntarily provide us with such Personal Data;
2. are necessary for the relationship between the Data Subject and the WBIF;
3. have been received via a third party who has been duly authorized by you to disclose your Personal Data to our website (an “**authorized representative**”), after (i) you (or your authorized representative) have been notified of the purposes for which the Personal Data is collected, and (ii) you or your authorized representative have provided written consent to the collection and usage of your Personal Data for those purposes,
4. is compulsory and/or permitted or required by the Law
5. are necessary for the purposes of the legitimate interests pursued by WBIF

The website may collect, store, use and share your Personal Data for any or all of the following purposes:

1. Performing obligations in the course of or in connection with our provision of the services requested by you;
2. Verifying your identity;
3. Managing your relationship with the website/WBIF;
4. Sharing your Personal Data for purposes of executing a specific task or project to any Third Party required;
5. Any other business purposes related to or in connection with the accomplishment of the services assigned to the company.

Disclosure of Personal Data is required for complying with applicable laws, directives, regulations, guidelines or to assist in law enforcement and investigations and/or upon governmental/public/supervisory/regulatory/competent authority requests.

#### **Protection of Personal Data:**

To safeguard your Personal Data from unauthorized access, collection, use, disclosure, copying or similar risks, the WBIF has introduced appropriate administrative, physical and technical measures and policies that can be requested from our head offices in Brussels.

You should be aware, however, that no method of transmission over the internet or method of electronic storage is completely secure. While security cannot be guaranteed, the website tries to protect the security of the Data Subject's Personal Data and is constantly reviewing and enhancing its information security measures.

#### **Access to and Correction/Erasure of Personal Data:**

All Data Subjects who are the subject of Personal Data held by the WBIF are entitled to:

- Request for access to a copy of the Personal Data which the Company holds about them or information about the ways in which the Company uses or discloses their Personal Data.
- Request to correct or update any of their Personal Data which the Company holds.
- Request erasure of your Personal Data. This enables you to ask the Company to delete or remove Personal Data where there is no good reason for us continuing to process it.
- Request the transfer of your Personal Data to another party.

You can contact the Company for this purpose in writing or via email to: [mis@ificoord.eu](mailto:mis@ificoord.eu)

## **COOKIES POLICY**

### **What are Cookies?**

Cookies are small files saved to your computer's hard drive that track, save and store information as well as your interactions and usage of our website. The primary purpose for collection of data from users to our site is to allow an efficient and personalized experience while browsing our site.

You are advised that if you do not consent to the use and saving of cookies from this website on to your computer hard drive then you should take necessary steps within your web browser security settings to block all cookies from this website.

### **More Information**

If you are still looking for more information, then feel free to contact us via email, at [mis@ificoord.eu](mailto:mis@ificoord.eu)