

## Privacy policy csrprofessionaloftheyear.be

Your privacy and the protection of your personal data are very important to us. We also want you to feel comfortable using our website and internet services. Our website is therefore designed to be as compliant as possible with the Belgian and European privacy laws.

By using this website, you explicitly agree with the terms and conditions described in this privacy policy.

Time4Society npo reserves the right to change this privacy statement at any time, without notice. If you subsequently continue to use this website, you are automatically bound by the conditions of this amended privacy statement.

This privacy statement was last modified and revised on January 31, 2019.

### **To make things easy for you, we briefly summarize everything first:**

- **Cookies:** Our website uses cookies. We do this to improve your browsing experience. Below you can read how to disable cookies via your browser, but keep in mind that the website may not be displayed as nicely.
- **Action tags:** Through action tags, your website behaviour is tracked in an anonymous way. Concretely, this means we can use Google Analytics tools to check which web pages are visited, for how long, how visitors came to our site, and so on. Under no circumstances do we link this information to your personal data.
- **Data usage and data collection:** All collected data is not kept longer than necessary. If you provide personal data through the nomination form (to nominate someone as CSR Professional or CSR Pioneer) or through the voting form (to vote for your favourite candidate), we only use it to detect eventual cases of fraud (e.g. voting multiple times, automated votes, fake email addresses). Afterwards, we delete your data. If you provide personal data through the registration form for the event (to order event tickets), we only use that data to contact you about this event (e.g. payment details, event reminder, last-minute changes). Afterwards, we delete your data. All data is stored and processed within the borders of the EU. We will never sell, communicate, license, exchange or rent it out to third parties.
- **Who manages the website:** The management of this website is entirely in the hands of Time4Society npo.
- **Data security:** Only employees who need to access your data - in order to process your nomination, vote or event registration - can have temporary access to your name, first name, company, title, email address, phone number and the submitted message.
- **Adjusting or deleting data:** You can always contact us to adjust, correct, verify, view or delete your data.
- **Contact:** For all your questions regarding our website and this privacy policy, contact us via [info@time4society.com](mailto:info@time4society.com), +32 15 28 54 09 or in writing at the address Time4Society npo, Jef Denynplein 14, 2800 Mechelen, Belgium.

**Below you can find all the information in more detail.**

## Cookies

Our site uses cookies to improve your browsing experience.

Cookies are small text files that are placed on the hard disk of the computer of website visitors, with the purpose of capturing information. Cookies make it easier for users to surf, as they save user preferences. Some cookies ensure a proper graphical display of the website, while others make sure that website applications work correctly. Time4Society.com does not store any sensitive personal information in cookies.

If you do not want a website to place cookies on your computer, you can change this in your browser's settings.

- Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>
- Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>
- Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Safari: <https://support.apple.com/en-gb/guide/safari/manage-cookies-and-website-data-sfri11471/mac>

When you disable cookies, keep in mind that certain graphic elements may not appear nicely, or that you will not be able to use certain applications.

## Action tags

Action tags, also known as web beacons or gif tags, are a web technology that is used to check the use of a website, e.g. the number of times a particular page was viewed. Action tags are not visible to you, and every part of our website, included ads or emails sent by us may contain action tags. We can sometimes call on various third parties to check the use of our website through action tags on our website and our advertisements on other websites.

Through the joint use of cookies and action tags, we can collect valuable data for the improvement of our website and our internet services, and measure the efficiency of our advertising and marketing campaigns. We will not pass on your data to any third party.

## Data usage and data collection

We are committed to protecting your privacy. We regard all personal data as confidential information and will not keep it for longer than necessary. Personal data entail both data that you explicitly provide as a user, and data that you do not explicitly provide but which are automatically collected, such as your IP address, your browser type, your operating system, the number of visits and the pages visited.

We will never sell, communicate, license, exchange or rent it out to third parties.

If you provide personal data through the nomination form (to nominate someone as CSR Professional or CSR Pioneer) or through the voting form (to vote for your favourite candidate), we only use it to detect eventual cases of fraud (e.g. voting multiple times, automated votes, fake email addresses). Afterwards, we delete your data.

If you provide personal data through the registration form for the event (to order event tickets), we only use that data to contact you about this event (e.g. payment details, event reminder, last-minute changes). Afterwards, we delete your data.

You are not obliged to provide us with personal data in order to visit our website.

All data is stored and processed within the borders of the EU.

### **Who manages this website and where are our servers located?**

This website is managed by Time4Society npo, with registered office in Belgium, 2800 Mechelen, Jef Denynplein 14. When you provide us with personal data, you consent to the export of your personal data and the storage and processing on our servers, wherever these may also be located.

### **Are the data collected on our website safe?**

We want your data (including personal data) to remain as safe as possible. We strive for a secure transfer of data from your computer to our servers through standard techniques.

We protect the personal data you provided on servers that are in controlled and secure environments, protected against unauthorized access, use or modification.

Only employees who need access to your data in order to perform their task or function have access to this data. In addition, all employees of Time4Society npo must comply with the privacy policy and are kept informed of the security practices. Any employee who violates this privacy policy is exposed to disciplinary measures, including dismissal.

Even though we do everything to protect your data (including personal data) against loss, misuse or alteration by third parties, you must be aware that there is always a risk associated with sending data over the internet. There is also a risk that others might find a way to bypass our security systems. Consequently, despite our aim to protect your data, we cannot completely guarantee the security or privacy of any data that you provide to us, and you provide it at your own risk.

## **Can I view, modify or delete my personal data?**

You can always contact us to (1) modify or correct your personal data, (2) verify which personal data we retain, (3) change your preferences regarding communications and other information you receive from us, or (4) delete the personal data relating to you and stored on our systems.

## **How can you contact us?**

For questions regarding the data we collect, or how we use it, contact us via email ([info@time4society.com](mailto:info@time4society.com)) or by telephone (+32 15 28 54 09) or in writing at the following address: Time4Society npo, Jef Denynplein 14 , 2800 Mechelen, Belgium.