

# Privacy policy

Aware of the importance of ensuring data privacy, the FPS Foreign Affairs makes strong commitments to the protection of personal data.

The aim of this data protection policy is therefore to inform you about the commitments and measures taken to ensure the protection of your personal data.

Your personal data are handled in accordance with the Regulation (EU) 2016/679 of the European Parliament and of 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, and repealing Directive 95/46/EC (GDPR) and with the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data (*Loi vie privée*).

## Collected data

We ensure that we only collect data that are strictly necessary for the purpose of the processing operations carried out.

## Purpose of the data collection

The processing operations carried out fulfil explicit, legitimate and determined purposes.

These purposes were reported to the Data Protection Officer of the FPS Foreign Affairs, who included them in his register.

## Information to users

In accordance with the General Data Protection Regulation (GDPR), the FPS Foreign Affairs informs you about the processing of personal data it carries out. The FPS Foreign Affairs informs you of:

- the identity of the data controller;
- the purpose of the processing operation for which the data are intended;
- the mandatory or optional nature of the answers;
- the possible consequences of a failure to respond;
- the recipients of the transmitted data;
- your right to access, query, modify and rectify information concerning you, your right to object for legitimate reasons, the storage period of the categories of data processed.

## Data retention

The FPS Foreign Affairs only retains your personal data for the time necessary for the operations for which they were collected and in compliance with the regulations in force.

## **Security**

The FPS Foreign Affairs ensures the security of your personal data by implementing enhanced data protection through the use of physical and IT security measures.

## **Your rights**

According to the General Data Protection Regulation, you have the right to access, query, modify and rectify personal information. You also have the right to oppose the processing of your personal data for legitimate reasons.

To exercise your rights, you must send a letter to the Data Protection Officer of the FPS Foreign Affairs, along with a scan of your identity document with your signature, to the following e-mail address: [dpo@diplobel.fed.be](mailto:dpo@diplobel.fed.be).

## **Contact Information**

For any further information regarding our data protection policy, please send an e-mail to the Data Protection Officer of the FPS Foreign Affairs at the following address: [dpo@diplobel.fed.be](mailto:dpo@diplobel.fed.be).