

## MSF PRIVACY NOTICE – INSIDEOCB

### 1. ABOUT THIS PRIVACY NOTICE

At MSF we make sure we protect the information you give us. References to “we” or “us” are to MEDECINS SANS FRONTIERES (“MSF”), with registered offices at 1050 Brussels, rue de l’arbre bénit, 46, Belgium and registered with the Crossroads Bank for Enterprises under the number 0421.446.093

This privacy notice is written in accordance with the General Data Protection Regulation. It sets out how MSF collects, uses and stores personal data via its website <http://www.inside.ocb.com>

If you’ve any questions please contact our Data Protection Officer at [dpo@brussels.msf.org](mailto:dpo@brussels.msf.org) or [asso-brussels@brussels.msf.org](mailto:asso-brussels@brussels.msf.org)

### 2. WHEN DO WE COLLECT INFORMATION ABOUT YOU?

We collect information about you when you sign up for [www.inside.ocb.com](http://www.inside.ocb.com)

### 3. WHAT INFORMATION DO WE COLLECT?

When you sign up for [www.inside.ocb.com](http://www.inside.ocb.com), we’ll usually collect your:

- Name
- Email
- Profession
- Nationality
- Experience with MSF

### 4. HOW DO WE USE YOUR INFORMATION?

As a general rule, your personal data will not be used for any other purpose than that for which they were voluntarily provided to us. Your personal data are shared or transferred to third parties if such sharing or transfer is authorized by you or required to achieve the purposes for which you have provided them to us. It means that we may share your personal data with service providers, who help assist us in fulfilling our purposes. For instance, on your profile window, when you choose to receive mail updates, you consent that your personal data (name and email) be processed for the purpose of sending you emails. Personal data may also be shared with third parties when required by law or by a court order. We use your data to:

- Share with you updates and communications about the action of MSF
- help you to remain in contact with MSF and other members of InsideOCB within the MSF-OCB group
- deal with your questions and requests
- maintain a record of your engagement with us
- understand how we can improve our services and information

## **5. WHO HAS ACCESS TO YOUR DATA?**

As a general rule, your personal data will only be accessible insofar as it is necessary to fulfill the purpose for which it was collected and hence, we regularly review who has access to your information. First, your information is only accessible by trained staff in the OCB Association and ITC units.

Second, if you choose to be part of the Membership Directory, your name is accessible by other InsideOCB members listed in this Directory.

Third, we use other companies to help us manage and store personal data and to carry out certain activities on our behalf. Therefore, your personal data may be accessible to certain service providers. We do comprehensive checks on any contractors before we work with them. We always put a contract in place that sets out how they manage the personal data they collect or have access to. Our main data processors are listed below, but we may enlist the services of others from time to time:

- AddCReam – website management, Sweden
- Glesys - server hosting, Sweden
- Mandrill - transactional email service, USA

Finally, we operate globally and may have a need to transfer certain data to countries outside the EEA. In the event the country where the data is transferred does not provide an adequate level of protection, we make sure to implement technical and organizational measures to protect your data. Should you have any questions in this respect we please contact us at [dpo@brussels.msf.org](mailto:dpo@brussels.msf.org).

## **6. HOW DO WE KEEP YOUR INFORMATION SAFE?**

We use appropriate technical and organizational measures and precautions in order to protect your personal data, including but not limited to:

- the pseudonymization and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organizational measures for ensuring the security of the processing.

## **7. HOW LONG DO WE KEEP YOUR INFORMATION?**

We keep your information for as long as it's necessary in connection with the purposes defined above. As a general rule, we keep your personal data for 3 years. Accounts unused for more than 3 years will be deleted unless you inform us you wish to keep it for longer.

## **8. OUR LEGAL BASIS FOR PROCESSING PERSONAL DATA**

Organisations need a lawful basis to collect and use personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). Two of these are relevant to the types of processing that MSF carries out here:

- Our legitimate interests, including the administration of members and volunteers
- A person's consent (e.g. to share with you updates and communications by e-mail)

## 9. HOW CAN YOU CHANGE YOUR INFORMATION AND WHAT ARE YOUR RIGHTS?

You do have the ability to change or update your personal information yourself in your account window (“my account”)

You have a **number of rights** under data protection legislation:

- You can request any information we hold on you. Email us at [dpo@brussels.msf.org](mailto:dpo@brussels.msf.org) and ask for it in writing. You may be asked for proof of identity.
- You have the right to ask us to stop using or to restrict the processing of your personal data.
- You can withdraw your consent to us processing your data at any time.
- If you believe our records are inaccurate,
- you have the right to ask for those records concerning you to be updated.
- In accordance with the provisions of the General Data Protection Regulation, you have a right to erasure (“to be forgotten” i.e. to have your personal data deleted from our database), or transferred to another organisation (“data portability”).
- If you have any concerns about the way your data is being used or if you’d like to make a complaint please contact us using the details above. You're also entitled to make a complaint to the Belgian Data Protection Authority (rue de la Presse, 35, 1000 Bruxelles, [www.autoriteprotectiondonnees.be](http://www.autoriteprotectiondonnees.be) – tel. +32 2 274 48 00 – email : [contact@apd-gba.be](mailto:contact@apd-gba.be)).

## 10. WHEN DO WE UPDATE THIS NOTICE?

We change this Privacy Notice when we need to. If we make any significant changes in the way we treat your personal information we’ll make this clear on our websites or by contacting you directly.

**Last updated on December 9st 2019**