

General terms of use, legal notices and privacy

1) Legal notices

The website inforef.be is edited by **asbl INFOREF**; its contact details are:

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The website inforef.be aims to inform the general audience about all the services and projects developed by asbl INFOREF.

Visiting the website of INFOREF and of its different projects, the visitor agrees, without reservation, the following terms of use.

2) Access to services and disclaimer

The website provides users with free access to the following services:

- Information about the different services provided by INFOREF
- Access to resources and publications produced within the framework of European projects
- Links to European project platforms (websites, portal)
- Possibility to contact INFOREF by e-mail

The website is accessible for free to all users with access to the Internet. All costs supported by the user to access this service (hardware, software, Internet connection, etc.) are their own.

INFOREF cannot be held responsible for interruptions of services or other technical problems.

INFOREF reserves the right to edit information, including about its products and services, without prior notice.

INFOREF is careful in the creation and updates of its websites. However, INFOREF cannot be held responsible if information contained on its websites turned out to be inaccurate or incomplete.

INFOREF cannot be held responsible for the use that could be made of the content of its websites and the possible damage resulting from this use.

INFOREF is not responsible for the information contained on third party websites accessible through links on INFOREF's website and on which INFOREF has no control.

3) Copyright

INFOREF reserves all copyrights on the website inforef.be (texts, images, sounds, designs, downloadable documents, databases and any other element of the website) and on the information provided therein.

Any partial or complete reproduction, diffusion, sale, distribution, publication, adaptation, translation, processing or use of the content of the website inforef.be without INFOREF's prior written consent is forbidden.

The websites developed with the support of European funds (Erasmus+) belong to the consortiums that produced them and are made available free of charge to all under Creative Commons NC and can therefore be disseminated except for commercial purposes.

4) Publications by the user

Some websites contain a "member space" that lets users publish personal content (comments, texts, works...).

In their publications, the user commits to respect netiquette rules and the rules in force.

The website moderates publications a posteriori and reserves the right to refuse their upload, without justifying itself to the member.

The member owns all their copyrights. But by publishing on the website, they concede to INFOREF the non-exclusive and free right to represent, reproduce, adapt, disseminate and distribute the publication, directly or through an authorised third party, worldwide, on any support, for the duration of the copyright. INFOREF commits to display the name of the member near each use of their publication.

5) Cookies

INFOREF's websites use cookies to collect visit statistics through Google Analytics.

The web host uses cookies to manage its hosting service. Those cookies are only used for technical routing and do not record any personal data.

We do not use permanent cookies and do not record any data about users.

You can delete the cookies recorded via inforef.be at any time, without impeding your browsing.

Visit this link for [more information about managing cookies](#).

6) Personal data protection: privacy statement

This statement is submitted to you following the adoption by European authorities of the General Data Protection Regulation of the 27th of April 2016 on the protection of private individuals regarding the processing of personal data and the free movement of said data (here-after called GDPR).

Personal data protection and confidentiality are a key mission for INFOREF.

In order to guarantee full transparency of how INFOREF processes your data, you will find here-below all relevant information regarding your data processing.

What are personal data?

The notion of "personal data" includes all information related to an identified or identifiable natural person such as your name, your national registration number, your location data, your IP address, your contact details, personal features, health data, as well as all documents that identify you.

By "processing", we mean all operation applied to your personal data, from their collection to their elimination.

Who will process your data and to what purpose?

Personal data you communicate are processed by INFOREF for one or more of the following reasons:

- sending newsletters (training and services offered by INFOREF, invitation to conferences ...)
- communication related to participation in European projects
- creation of member space
- statistic researches

Will your data be shared with other organisations?

Personal data can be transferred to the European Belgian Agency AEF-Europe and to European consortiums. In no case will they be sold or used for commercial purposes.

How long will your data be conserved?

Your personal data will be kept for a duration necessary to the achievement of the objectives of their processing.

Beyond that period, your data will be kept for a variable duration depending on the type of processing, as described in our processing activities register.

What rights do you have regarding the processing of your personal data?

The GDPR recognises a series of rights to the people whose data are processed.

Your rights related to the processing by INFOREF of your data are the following:

- Right of information (= right to be notified when personal data about you are collected)
- Right of access (= right to ask whether data about you are collected and to obtain such data)
- Right to rectification (= right to ask your data be rectified or completed)
- Right to erasure (= right to require that your data be erased as soon as possible)
- Right to processing limitation;
- Right to data transferability (= right to receive data in a structured, commonly used format, legible by a machine)
- Right to contest (= right to contest private data processing)
- Right to contest any automated decision-making
- Right to be notified of a personal data breach (= the data controller is under obligation to notify the person concerned by data breaches)

These rights can be applied, free of charge, sending a dated and signed request with a copy of your ID card to the person responsible for data processing at the address:

securite.donnees@inforef.be.

If the conditions for right exertion, decreed by the GDPR, are met, INFOREF will grant your request and proceed to the necessary operations.

What about future processing for which you will not have been informed?

If INFOREF plans to process personal data for a purpose that is not foreseen in the privacy statement, we will contact you using the e-mail address you have communicated to us in order to inform you about this processing and its purpose, considering that you are entitled to refuse this processing.

Do you have right of litigation about your data processing by INFOREF?

If you think your privacy is not respected, please send a letter or e-mail to our GRPD contact person (securite.donnees@inforef.be). We will do everything we can to find and correct the problem.

If however you wish to lodge a complaint, you can contact the [Data Protection Authority](#) (former Privacy Commission).

Can consent be withdrawn?

You have the right to oppose the processing of your personal data for the purposes described above.

At any time, you can express your wish by sending an e-mail, with a copy of your ID card, à to the address: securite.donnees@inforef.be.