

## **Automotive Skills Alliance (ASA) Privacy & Cookie Policy**

This privacy policy will explain how we use the personal data we collect from you when you use the ASA website.

### I – Privacy Policy

#### **1. What data do we collect?**

1.1 ASA collects personal identification information such as: name, surname, birthdate, email, and phone number.

#### **2. How do we collect your data?**

2.1 You directly provide ASA with most of the data we collect.

We collect data and process data when you:

- a. Register online as an ASA member or potential member
- b. Voluntarily complete a member survey or contact form

#### **3. How will we use your data?**

3.1 ASA collects your data so that we can:

- a. Process your membership enquiry, manage your member page (to be implemented in 2022).
- b. Email you with information about your membership or relevant ASA activities and events

We consider such processing to be necessary for the performance of your company's membership agreement with ASA.

#### **4. How do we store your data?**

4.1 ASA securely stores your data on the ASA cloud server, managed by VSB-Technical University of Ostrava.

#### **5. What are your data protection rights?**

5.1 ASA would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

5.1.1 The right to access - You have the right to request copies of your personal data. We may take up to 30 days to process your request.

5.1.2 The right to rectification - You have the right to request that we correct any

information you believe is inaccurate. You also have the right to request we complete information you believe is incomplete. We may take up to 30 days to process this request.

5.1.3 The right to erasure - You have the right to request that we erase your personal data, under certain conditions. We may take up to 30 days to process this request.

5.1.4 The right to restrict processing - You have the right to request that we restrict the processing of your personal data, under certain conditions. We may take up to 30 days to process this request.

5.1.5 The right to object to processing - You have the right to object to our processing of your personal data, under certain conditions. We may take up to 30 days to respond to this objection.

5.1.6 The right to data portability - You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions. We may take up to 30 days to process this request.

5.2 If you contact us regarding the above, we have one month to respond and process your request. If you would like to exercise any of these rights, please contact us at our email: [info@skills-alliance.eu](mailto:info@skills-alliance.eu)

II – Cookie policy

## **6. What are cookies?**

6.1 Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit <https://allaboutcookies.org>.

## **7. How do we use cookies?**

7.1 ASA uses cookies in a range of ways to improve your experience on our website, including:

7.1.1 Keeping you signed in

7.1.2 Understanding how you use our website

## **8. What types of cookies do we use?**

8.1 There are different types of cookies our website uses:

8.1.1 Cookies enabling us to recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in.

## **9. How to manage cookies**

9.1 You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser.

However, in a few cases, some of our website features may not function as a result.

By continuing to use the website after having been informed of the use of cookies, you acknowledge that you have read and accepted this cookie policy.

## **10. What do we use your data for?**

- 10.1 We process your personal data collected through the use of cookies to perform statistical analyses so that we may improve our website, advertisement, products and services or to develop new products and services. This processing activity is based on your consent.
- 10.2 We may also process your personal data for the preservation of our legitimate interests if your registration with or use of the website can be considered (a) a violation of this cookie policy or the intellectual property rights or any other right of a third party, (b) a threat to the security or integrity of any of the Website or to us or to any of our affiliates' or its subcontractors' underlying systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (c) in any way hateful, obscene, discriminating, racist slanderous, spiteful, hurtful or in some other way inappropriate or illegal. This processing activity is based on our legitimate interests.
- 10.3 We process your personal data to comply with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including competent data protection authorities. Your personal data may be transferred upon our own initiative to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you through your registration with or use of the Website, our social media channels or other communication with us. These processing activities are necessary to comply with legal obligations imposed on us.

## **11. Privacy & cookie policies of other websites**

11.1 The ASA website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **12. Changes to our privacy & cookie policy**

12.1 ASA keeps its privacy policy under regular review and places any updates on this web page. This policy was last updated on 1st December 2021.

## **13. How to contact us**

13.1 If you have any questions about ASA's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@skills-alliance.eu](mailto:info@skills-alliance.eu)

## **14. How to contact the competent authority**

- 14.1 You have the right to lodge a complaint about how we process your data with the Belgian data protection authority: Commissie voor de bescherming van de persoonlijke levenssfeer/ Commission de la protection de la vie privée, Drukpersstraat/ Rue de la Presse, 35, B – 1000 Brussel/Bruxelles, [commission@privacycommission.be](mailto:commission@privacycommission.be)