

ILA PRIVACY NOTICE

In order to effectively operate its activities, ILA, the Institut Luxembourgeois des Administrateurs, an *association sans but lucratif* (non-profit organisation) collects, uses and processes personal data in its capacity as controller. In this context, we are committed to safeguarding and respecting your personal information and privacy.

What information do we collect?

ILA collects several types of information to pursue its activities. We therefore collect personal data such as:

Identification data & contact details: first name, last name, e-mail address, postal address, phone number, date of birth, gender, nationality, country of residence, preferred language; ID document; Pictures, videos (audio & visual data); List of mandates, areas of expertise, professional title; Professional biography, information on prior trainings; Dietary requirements; Medical certificate; Financial information (IBAN, BIC, name & address of the bank); Company information (Central administration address – Country; VAT number for taxable persons (businesses /sole traders); Complete resume; Extract of criminal record.

How do we collect information?

We collect this information directly from you when you provide it to us, when you become a member or update your online profile, during events (online or with physical presence) or from publicly available information sources (websites, social media, publications...).

Please note that you can choose the information you provide us with and may decline when asked to provide personal data. This could however impact the possibility for ILA to deliver its services and/or prevent you from becoming a member or participating in an ILA event or training.

Why do we collect, use and process information?

ILA uses personal data to fulfil its commitments, comply with its legal and contractual obligations, and act in its legitimate interests.

ILA, in particular, uses your personal data, for the following purposes:

Managing its membership, convening you to meetings and inviting you to events; to allow you to register to training sessions and events, to keep you informed and promote its training sessions & events by sending you communications; to give you access to a personal online portal as well as to

access-restricted resources; for the acceptance of applications and issuance of certifications and, when relevant and with your consent, to display on its website.

Who do we share your information with?

ILA may share/disclose/transfer your data with third parties solely to the extent necessary to enable its providers to provide their services to both ILA and you in a satisfactory manner.

In the context of all ILA courses and events, a list of participants/attendees, including the full name of the participants, their professional title and company, may be provided to the speakers, trainers and sponsors of the event or course.

ILA may also share data with public authorities in response to legal requests or in application of the law.

Consequently, may receive/access personal data, a.o.: the ILA staff, members of the ILA Board of Directors, members of the ILA Comité de Direction, members of the Comité de Nomination, members of the Conseil de Discipline, chairpersons of the ILA committees, ILA's IT provider, ILA's events hosts, organisers and catering companies as well as ILA's fellow institutes.

To the extent possible, ILA ensures that data is not transferred outside the EU. However, where it is essential for the continuity of ILA's activities and its proper functioning, ILA ensures that safeguard measures are put in place.

What are your rights?

You have at any time the right, subject to the limitations set out:

- To access your personal information
- To ask to be withdrawn from our mailing list(s) and commercial & marketing communication addressees
- To ask for the rectification of your personal data in case of any errors and/or for the erasure of your personal data
- To ask for a restriction or to object to our processing of your personal data
- To lodge a complaint with the CNPD (Commission nationale pour la protection des données)
- To withdraw your consent, which withdrawal shall not impact any processing prior to the withdrawal

When receiving such a request, ILA will address it within the limits of its technical and organisational means and may not comply with your request when we consider it would lead to the violation of law or legal requirement or when it would jeopardise our legitimate interests. Upon receipt of such a

request, it will be assessed by ILA and a response provided to the applicant after verification of the identity and the grounds for the request.

Contact details of the controller:

ILA, Institut Luxembourgeois des Administrateurs

19 rue de Bitbourg

L-1273 Luxembourg

RCS Luxembourg F 1070

events@ila.lu / dataprotection@ila.lu

How do we secure your personal information?

ILA is committed to giving your personal data all possible security and protection it can guarantee. All technical security measures are taken and requested from our providers.

How long do we retain information?

ILA stores your personal data for as long as necessary for the fulfilment of the purposes listed above or for the duration required by law. ILA set rules as to how long it retains your personal data. The length of this retention period varies according to the purposes and legal obligations ILA is submitted to.

ILA may retain longer some personal data, either with your consent and/or in the form of archives to respond to any of its legal and regulatory obligations.

This ILA Privacy Notice being an ILA internal document, which may be amended as considered necessary by ILA. An up-to-date version is accessible through the ILA website: www.ila.lu.

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