

## **Personal Data policy of BSAC**

### **Privacy Statement – 01.01.2023**

The Baltic Sea Advisory Council (BSAC) handles your personal data in line with the EU General Data Protection Regulation (Regulation (EU) 2016/679).

#### **1. Who is responsible for the handling of your personal data at the BSAC?**

The Executive Secretary

Contact details: [bsac@bsac.dk](mailto:bsac@bsac.dk)

#### **2. What categories of personal data do we handle?**

The BSAC collects and handles:

- professional contact data of individuals who are nominated to represent member organisations of the BSAC
- Bank account details of individuals who are eligible for reimbursement of expenses
- Name and contact details for informing and inviting any person who follows and takes an interest in the BSAC
- other identifying information for facilitating the participation in meetings
- Information which is necessary for tax purposes or various payments, such as of staff or of service providers, including transport and accommodation
- CVs of Executive Committee members and chairs for election purposes.

The BSAC handling of personal data does not involve any automated decision making.

#### **3. For what purpose do we handle your personal data?**

The BSAC collects and handles personal data where it is necessary for the running of BSAC, for instance, to contact you or invite you to meetings or to ensure reimbursements.

#### **4. What is the legal basis for handling your personal data?**

Article 6 (f) of Regulation (EU) 2016/679 (legitimate interests of our organisation)

Article 6 (c) (where BSAC has a legal obligation).

#### **5. Who will have access to your personal data?**

The BSAC Secretariat has access to your personal data. Personal data is not passed on without consent, except for the specific purposes of audit, tax purposes and Commission requirements.

Your name, but not your contact details, will be published as part of reports and participant lists from BSAC meetings, for instance at a General Assembly.

In addition, the BSAC also renders public your name and what organisation you represent if you are a member of the BSAC.

The BSAC does not transfer your personal data to any third country or international organisation.

## 6. How long does the BSAC keep your personal data?

Your professional contact data is kept for as long as you are nominated to represent one of the BSAC member organisations or for as long as the organisation you represent is a member.

CVs of Executive Committee members and chairs for election purposes are deleted after the elections have taken place.

5 years after the BSAC accounting year in which the relevant activity or need has been completed, the following data will be deleted:

- Bank account details of individuals who are eligible for reimbursement of expenses
- other identifying information for facilitating the participation in meetings
- Information which is necessary for tax purposes or various payments, such as of staff or of service providers, including transport and accommodation

If an organisation ceases to be a member of the BSAC, information pertaining to that former member will be deleted.

The BSAC regularly updates all information in its possession.

## 7. How do we protect your personal data?

All paper documents containing personal data are stored in the BSAC office in a secured building.

Information published on the BSAC website is stored on servers. Electronically stored data is virus, firewall and password protected.

## 8. What are your rights and how can you exercise them?

You have the right to access your personal data and to ask for it to be corrected or deleted where justified.

If you wish to do so, you must contact the BSAC Executive Secretary ([bsac@bsac.dk](mailto:bsac@bsac.dk)).

If there is doubt about your identity, the Executive Secretary may require you to identify yourself, for instance by providing identification.

## 9. You have the right to lodge a complaint with *Datatilsynet* (the Danish Data Protection Supervisory Authority) : [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

The BSAC invites you to contact the BSAC Executive Secretary before doing so.

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