



## Privacy Notice

### Introduction

CAP International respects your rights to privacy, and this Privacy Notice reflects these rights under the new General Data Protection Regulation (GDPR). This note is prepared for our external contacts and partners, and explains when and why we collect personal data, how we use it, the conditions under which we may disclose it to others, and how we keep it secure. Please read it carefully and contact us if you have any questions or concerns by emailing [contact@cap-international.org](mailto:contact@cap-international.org).

### How do we collect information from you?

- When you provide your contact details to us when requesting information about CAP, either online, face-to-face or by telephone.
- When you register to attend events organised by CAP.
- When you sign up for our newsletter.
- From other information that is available to the public: In order to tailor our communications we may collect information about you from publicly available sources such as your public social media profiles.

### What type of information is collected from you?

The personal data we collect from you might include your name, job title, address, email address, the organisation you work for and your phone number.

### How do we use your personal data?

To send you information which you have requested and that may be of interest to you. This may include information about events, newsletters, publications, and updates.

We will not use these details for any commercial purpose.

### Who has access to your information?

We will not share your personal information with any third parties for them to use for their own marketing purposes.

### Your choices

You have a number of rights under data protection law, including the right to access, rectify and erase your personal data. The accuracy of your information is important to us and you have a choice whether or not you wish to receive information from us.

If you do not want to receive communications from us about our work, events, surveys, and other information which we think you might be interested in, you can unsubscribe on each of the communications themselves. Alternatively, please send an email to [contact@cap-international.org](mailto:contact@cap-international.org), phone us on +32 (0)2 235 24 13 or write to us at CAP International, 15 rue Fernand Bernier, 1060 Brussels, Belgium.

If you would like to exercise any of your rights under data protection law, if you change email address or any of the other information we hold is inaccurate or out-of-date, please email us at [contact@cap-international.org](mailto:contact@cap-international.org), phone us on +32 (0)2 235 24 13 or write to us at CAP International, 15 rue Fernand Bernier, 1060 Brussels, Belgium.

**Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it is treated securely. Non-sensitive details (such as your email address) are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

