

## **CONSENT FORM - when logging on to EGOLF Member Area**

The EGOLF Data Protection Policy is available for download at <https://www.egolf.global>

As a representative from an EGOLF member company, your data will be stored and used in accordance with this Policy. If you consent to your data being stored in this way, please tick here:

Please be aware that, if you later decide to withdraw consent to your contact details being used in this way, it will not be possible to withdraw your contact details from printed material (e.g. EGOLF Annual Report and Newsletter) until such time as the next edition is printed, which is on an annual basis.

EGOLF Executive and Secretary General may publish photographs of EGOLF activities such as annual meetings on the photo gallery of our website or Linked In. If you consent to your image being used in this way by EGOLF, please tick here:

## **EGOLF PRIVACY POLICY**

This privacy policy sets out how the European Group of Organisations for Fire Testing, Inspection and Certification (EGOLF) uses and protects any information about you, as an employee of a member company, and which is stored by EGOLF when you use our website and when you register and attend EGOLF events such as annual meetings, workshops, harmonization courses etc..

EGOLF is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using the EGOLF website and registering for EGOLF events, then you can be assured that it will only be used in accordance with this privacy policy.

We may change this policy from time to time by updating this page. You should therefore check this page occasionally to ensure that you are happy with any changes. This policy is effective from 18<sup>th</sup> March 2019.

## **Who is collecting your data?**

EGOLF Secretary General on behalf of EGOLF Registered Office WFRGENT nv,  
Ottergemsesteenweg-Zuid 711, B-9000 GENT

Tel: +32 (09) 243 77 50

## **What we collect**

We may collect the following information:

- Your name, company, job title, telephone number and email address;
- Your professional EGOLF related activities (i.e. fire testing, inspection and/or certification);
- Your expertise in relation to EGOLF (i.e. reaction to fire and/or fire resistance);
- Photo if you are nominated by your company as the main contact in their Member Profile;
- Photos of you at member events such as EGOLF meetings and courses;
- Member Area login user name and password, which are stored in the system
- In the course of using the EGOLF website, you may choose to provide us with information to help us serve your needs. For example, you may subscribe to specific areas of the site (e.g. TC2 fire resistance notifications). Any personally identifiable information you provide will be used only for the purpose indicated

## **What we do with the information we gather**

### **1. EGOLF Website - Member Area**

This information is stored in the system to enable you to access the Helpdesk Forum and all information folders in the Member Area of the website. When subscribing to the Member Area, you are asked to create your own password, which is not accessible to EGOLF, unless you have previously requested assistance from EGOLF to generate a password. The information which the system stores about you is accessible by you so that you can modify and update your own information at any time. If you wish your details to be removed completely from the system, you can do this yourself or by requesting assistance from the EGOLF Secretary General.

This information is also used to keep you notified of relevant fire testing harmonization courses, round robin tests, reference documents (EGOLF Agreements, Recommendations and Position Papers), meeting papers, EGOLF Statutes, Internal Rules and Quality Policy, together with Annual Reports and Newsletters and any other professional information related to EGOLF's field of interest.

### **How can I access the information you hold about me?**

By logging into the Member Area of the EGOLF website and viewing the Member Profile of your company and your own personal subscriptions.

## **2. EGOLF Website - Helpdesk Forum**

Questions posted to the EGOLF website Helpdesk Forum by individual users from member companies and the answers provided by member users are recorded. A selection of questions and answer may be published as EGOLF Agreements (EGAs), Recommendations (EGRs) or Position Papers (EGPs) and made publicly available on our website. Although individual users from member companies identify themselves when posting questions and replies to the Helpdesk Forum, if endorsed by EGOLF as an EGA, EGR or EGP, this information is published in a way that does not identify the original author.

## **3. DIGITAL and PAPER data storage**

EGOLF maintains meeting documents and records of meetings with lists of attendance and those actions agreed against named individuals who are employed by member companies. Records are kept electronically and in paper form.

It also collects information from the individuals who deliver and attend EGOLF harmonization courses and workshops, in order to record registrations in EGOLF Steps to Excellence reporting, to issue attendance certificates and to bill course providers for copyright fees from courses held. The system collects information on the user: a name, contact phone number, email address, billing and delivery address. These details are stored in the system to enable the processing of the registration and to contact the user with information about the course or other EGOLF which the user has registered and/or paid for.

## **CONSENT**

By agreeing to this privacy policy you are consenting to EGOLF processing your personal data for the purposes stated. You can withdraw consent at any time using the details above.

### **How long do we keep hold of your information?**

The information we collect from individuals at member companies who have subscribed as users of the EGOLF website is kept indefinitely for the purpose of sending notifications described above. You can unsubscribe at any time by logging into the Member Area of the website and unsubscribing. Your details will automatically be removed. If you require assistance with removing your details, you can contact the EGOLF Secretary General.

### **Responsibility for informing EGOLF when you leave a member company**

EGOLF will process the personal data of individual employees at member companies for the duration of membership of the company or until such time as an individual is no longer employed by that company. It is then the responsibility of that member company to remove ex-employee details from the EGOLF website or to inform the Secretary General of EGOLF who will remove them on behalf of the member company.

## **Legitimate interests**

To promote membership of EGOLF and its members via the EGOLF Website, EGOLF LinkedIn and its Annual Report and Newsletter, in order to reach those with an interest in the fire testing community.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Our cookies policy**

To make full use of the personalised features on EGOLF, your computer, tablet or mobile phone will need to accept cookies, as we can only provide you with certain personalised features of this website by using them.

Our cookies do not store sensitive information such as your name, address or email: they simply hold the 'key' that, once you're signed in, is associated with this information. However, if you would prefer to restrict, block or delete cookies from EGOLF, or any other website, you can use your browser to do this. Each browser is different and so you are advised to check the 'Help' menu of your particular browser (or your mobile phone's handset manual) to learn how to change your cookie preferences.

## **Links to other websites**

Our website may contain links to other websites of interest, such as other member companies and European fire related associations etc., whose services you may wish to use. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by EGOLF, you have the right to complain using the contact details within this Policy.