

ABRA GDPR Policy

GDPR is probably the biggest update to privacy regulations of the last 20 years and comes into effect as of May 25th, 2018. Its goal is to ensure all data is handled correctly and fairly. ABRA respects your privacy. The information you give us will only be used as per your instructions: for sending ReLocate magazine or further information on our events or becoming a member. Your details will never be shared with third parties or used for commercial reasons.

The main principles of the GDPR regulation are that data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject (**'lawfulness, fairness and transparency'**);
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (**'purpose limitation'**);
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (**'data minimisation'**);
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, are erased or rectified without delay (**'accuracy'**);
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed (**'storage limitation'**);
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (**'integrity and confidentiality'**).

In line with our commitment to GDPR compliancy, please find below an overview of the data we process and why and how we process it.

The data we process comes from ABRA Members, non-member event delegates, non-member networking events, employees and board members. We obtain this data directly from members, initially upon application for membership and then on renewal of membership. Similarly, we obtain data from event delegates upon application to join an event, either online or in person, or when a person signs up to receive further information.

Processing this data is a necessary part of delivery association services and ensures the smooth running of the ABRA organisation. It allows us to fulfil our contractual obligations in terms of membership and event management for members and non-members alike.

Certain non-sensitive member data, such as company details and contact person, are published online. This information is freely accessible to persons and organisations in and outside of Europe. Members can request changes to their public profile at any time by sending an email to our Administrator via admin@abra-relocation.com. Members have the right to opt out of publication of a public company profile, simply send us an email if you do not wish your company to be featured on the ABRA website.

Member company data is held for the duration of the membership. If membership is discontinued then this data will be kept in our system for 90 days, after which it will be removed from our records. Should you choose to rejoin ABRA you will have to go through the application process again.

All contemporary and much of ABRA's archive and legacy data is stored securely by ABRA in legacy servers and secure encrypted cloud/online storage facilities to ensure sufficient backup and continuity of operations at all times. Folders are used by our Administrator for all day to day activities. The President and Vice-President have access in case it is needed.

Sensitive data such as HR records and payroll are held separately and are accessible only by our Administrator, President, Vice-President and our payroll provider. A copy of our board members' personal ID is held in order to comply with Belgian legislation.

We do not handle sensitive information such credit card details for online payments. Online payments are handled by Mollie and Moneybird, two leading online banking and payment providers. For more information on their various policies and security systems, please visit www.moneybird.nl/privacy and www.mollie.com/security.

The data held on this website, your member profile and the CMS that manages it, is held in a secure, encrypted environment, provided by Siteground. You can verify this by looking for the lock icon in the address bar of our website and looking for "https" at the beginning of the address of the web page. Siteground is fully GDPR compliant, read more about how they process data by visiting www.siteground.com/gdpr-compliant. ABRA has a Data Processing Agreement (DPA) with webmaster Klokwerk Design, based in The Netherlands.

In case of a breach likely to harm individuals occurring within any ABRA storage areas and systems, they will be reported to the President within 72 hours, whether or not the breach will result in high risk to affected individuals. The affected individuals will be informed without delay, i.e. within the same 72 hour window. ABRA will maintain records of all data breaches whether internal or reported by a member or non-member in its data breach log.

Your Rights

Members and delegates of ABRA have the right to request a copy of all data held on their company and to request rectification or deletion of these files. A simple request to the ABRA office is enough to set this in process. Should you feel ABRA is not meeting your rights as set out under GDPR regulation, then you have the right to complain to a national data protection authority. For Belgium this is www.privacycommission.be.

GDPR regulations apply to any organisation or individual residing in Europe, or any global company that handles data by or on behalf of an organisation or individual located in Europe. Find out more about GDPR by requesting your copy of [EuRA's Guide to GDPR](#).