

Protection of personal data

The following information relates to the protection of your personal data. This data helps to directly or indirectly identify you, such as your first name, surname, email and IP address.

Personal data is collected when:

- you visit our website pages. In your browser, the pages begin with “https://www.naturalsciences.be”. When a link takes you to another portal, a website, an online application or social network, you must check the terms and conditions for personal data processing used by those services;
- you contact us;
- you subscribe to the newsletter of the Royal Belgian Institute of Natural Sciences.

Your personal data is protected in accordance with:

- European Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (entered into force on 25 May 2018) pertaining to the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

1) Legal basis

Your personal data is processed once you have given consent to its processing or when the processing is necessary for the performance of a task carried out in the public interest.

2) Purposes of the processing

Personal data is collected and processed in order to:

- inform you;
- answer your questions;
- handle the files and records that concern you;
- ensure the proper functioning of the application in question.

Data is also collected and processed anonymously:

- for statistical and qualitative purposes to improve our services;
- to provide answers in your language.

If your request for information or services is intended for another department, we provide you with the particulars of that department and you are free to choose whether or not to contact them.

3) Processed data

Personal data is collected and processed automatically in the situations listed below.

Situations	Data collected and processed
You visit one or more pages on our website	IP address.
You contact us by filling out a digital form or by email.	Surname, first name and email address provided. Email exchanges through the contact form and messaging. Meta data that may or may not be related to your email.
You subscribe to the RBINS newsletter.	Surname, first name and email address provided: required data. Postcode, country, date of birth, language, gender, profession provided: optional data.

Other processed personal data is listed in the data processing register.

Data that is not of a personal nature is automatically collected without linking it to your IP address and therefore, respects your privacy. It is used to generate statistics and to improve content:

- language selection;
- search engine used;
- keywords used;
- website that directed you to ours;
- viewed pages;
- duration of each page view;
- list of files downloaded;
- date and time of access;
- browser used;
- platform and/or operating system installed on your computer;
- ...

4) Security

The Royal Belgian Institute of Natural Sciences guarantees the security (integrity and confidentiality) of your personal data. It is protected against unauthorised access, unauthorised use, loss and unauthorised changes.

To this end, we use security methods and procedures that we will not describe in detail here for security reasons.

Please note that appropriate physical, technical and organisational measures are taken to guarantee a level of security that is appropriate with regard to the risks.

5) Right of inspection, modification, objection and deletion

You have certain rights relating to the personal data that we use: the right to inspect, modify, object to and deleted the data.

Your application will be processed within 30 calendar days. If your application is complex or if our services have to deal with a large number of applications, that period may be extended to 60 days.

In order to exercise your rights, please send an email to our Data Protection Officer together with a copy of a signed personal ID to:

info@naturalsciences.be

6) Complaints

If you consider that the Royal Belgian Institute of Natural Sciences has not processed your personal data in accordance with current regulations, you are entitled to lodge a complaint with the Data Protection Authority:

Data Protection Authority

Rue de la Presse 35

1000 Brussels

Email: commission@privacycommission.be

7) Contact

For further information about our data protection policy, you can contact our Data Protection Officer at: info@naturalsciences.be.