

The Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), see the full Regulation [here](#)

[ASD-STAN information regarding the Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016](#) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as (GDPR)

1. Q: Who is responsible for any processing of personal data and how can I contact ASD-STAN in case of data breach?

A: All the requests must be addressed to ASD-STAN using the below details:

ASD-STAN

Rue Montoyer 10/5

1000 Brussels

Belgium

Contact: contact@asd-stan.org with subject field "GDPR"

2. Q: Which kind of data are used and stored?

A:

- ✓ If you are a customer:

We use and store the Data (as Name/Surname, Address, Company, Email address, etc.) which are necessary to perform your purchase request when creating an account at the ASD-STAN web-shop. According to the Belgian Legislation, all the purchase related information as the invoice and customer details must be stored for 10 years. For purchase/free download of the ASD-STE 100 document, your data (Name, Address, Company, Email address, Position, Website, Country) will be forwarded to the ASD PSSG.

- ✓ If you are an Originator of a standard proposal, here are the details we use and store:

Your data (Name/Surname, Company, Email address, Phone No., Country)

- ✓ If you are an Expert of an ASD-STAN working group, or participant of the ASD-STAN bodies, here are the details we use, store and distribute within the committee:

Your data (Name, Company, Email address, Phone No., Country)

- ✓ If you are a recipient of the ASD-STAN Newsletter or information notes here are the details, we use and store:

Your data (Name/Surname, Email address)

3. Q: Why we are using and storing your data?

A:

- to perform your purchase request-to be stored for 10 years according to the Belgian law;
- to send the requested information to a recipient of the ASD-STAN Newsletter or information notes;
- to manage your participation and involvement in the ASD-STAN work if you are an Expert of an ASD-STAN working group, or participant of the ASD-STAN bodies;
- to comply with the legal requirements (10 years for sales invoices);
- to comply with your agreement.

4. Q: Does ASD-STAN provide/forward your data to any third party?

A: In general, ASD-STAN does not provide, send or forward any of your data to any third party, with three exceptions:

- If you are a customer: data to complete the purchase of a standard at the ASD-STAN web-shop. Some data may be provided to the Credit Card company to ensure payment and download the purchased product.
- If you are a customer of the ASD-STE 100 document: your data (Name/Surname, Address, Company, Email address, Position, Website, Country) will be forwarded to the ASD PSSG for purchase/free download of the ASD-STE 100 document.
- If you are ASD-STAN expert and participate in our Working Groups: your data will be provided to CEN to establish the access to CEN electronic Livelink system via ASD-STAN.

5. Q: How long your data will be stored?

A: The data will be stored as long as it is necessary for ASD-STAN to manage the activity in which you are involved. To comply with the Belgian legislation your data for any purchase activity done through ASD-STAN will be stored for 10 years. Data linked to a standard development may be stored for archiving purposes until deletion is requested.

The data may be stored as much as it is required to fulfil the legal requirements.

6. Q: What are my rights regarding the stored data by ASD-STAN?

A: You have the right to:

- be informed about the set of data stored by ASD-STAN, according to the §15 of [GDPR](#);
- rectify any data stored, according to the §16 of [GDPR](#);
- **erase any data stored, according to the §17 of [GDPR](#);**
- **restrict processing data, according to the §18 of [GDPR](#);**
- **object, according to the §21 of [GDPR](#);**
- data portability, according to the §20 of [GDPR](#).

7. Q: Do I have the obligation to provide the data requested by ASD-STAN?

A: In order to perform the requested tasks (purchase, information distribution, ASD-STAN body/working group participation...) the requested data have to be provided, otherwise ASD-STAN is not able to provide or cannot guarantee the provision of the requested service.

8. Q: Is there any automated individual decision-making by ASD-STAN?

A: There is no automated individual decision-making by ASD-STAN. Credit Card assessments are not performed by ASD-STAN but may occur by the relevant Credit Card company.