

Privacy Statement of LEAD Network

Version av19.01 dated 10 June 2019

During the processing we conform to the requirements of the applicable data protection legislation. This means we:

- **clearly specify our purposes** before we process personal data, by using this Privacy Statement;
- first **ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect** your right to inspect, correct or delete your personal data held by us.

LEAD Network is the party responsible for all data processing. In this privacy statement, we will explain which personal data we collect and for which purposes. We recommend that you read it carefully.

Supplier (Contact Person or Contractor).

For this purpose we register company name, contact details such as name, address, city, country, phone number, email address, website, bank account details, VAT number. Purpose: Invoicing, communications and delivery of contracted assignment. Of suppliers being speakers and moderators at events we register the above data and include portrait picture and CV. We do this on the basis of legitimate purpose or your consent.

Employee & Freelance Staff

For this purpose we register: name, address, city, country, email address, phone number, job description, copy passport, social security number, portrait picture, bank details, CV, LinkedIn profile, skype/zoom id, insurance policy details, traveling details, expense reports and performance evaluations. Purpose: Job contract, payment of salary, emails, phone calls and meetings, zoom/skype meetings. We do this on the basis of legitimate purpose or your consent.

Partner / Sponsor (Organization and Contact Person).

For this purpose we register company name, contact details such as name, address, city, country, phone number, email address, website, bank account details, VAT number, type of company and type of contract. Purpose: Invoicing, communications, call reports, statistics and delivery of contracted assignment. We do this on the basis of legitimate purpose or your consent.

Members (participants in online and offline services and events).

For this purpose we register first name, last name, email address, phone number, city and country of location, gender, birthday, job title, employer name, type of Industry, type of function, management level, In applicable volunteer role in LEAD Network and influence within company D&I activities, activities in which participated and if you are yes / no recipient of our newsletter. For members active in committees or at events we register the above including, past and current role, portrait picture, CV and zoom/skype id. (always optional and with explicit permission from individual). Purpose: delivery of member services and products agreed, information, assignment related meetings and event registration.

Contact Form and Newsletter.

You can use our contact form to ask questions or make any request. For this purpose, we use your name and email address. We do this on the basis of your consent. We store this information until we are sure that you are satisfied with our response and three months thereafter. This way we can easily access the information in case you have any following questions.

We have a newsletter to inform those interested of our products and/or services. Each newsletter contains a link with which to unsubscribe from our newsletter.

Your e-mail address is added to the list of subscribers, only with your permission. We store this information for three months after you cancelled your subscription.

Registration Members on platform / CRM.

Certain features of our service require you to register beforehand. The information about yourself you will have to provide can be found above under 'Members (participants in online and offline services and events)'. We do this on the basis of your consent. We store this information for three months after you end your membership. After which the information will be anonymized and used for statistical purposes only.

Promotion

Other than the announcements on our website, we can inform you about events, products or services:

- by e-mail (newsletter or CRM originated)
- via social media

You can object at all times against this promotional communication. Every newsletter contains a cancellation link. On social media, you can block us or use the cancellation option. You can also inform us through our contact form on the website. You can request to be removed from the CRM database by sending an email to members@lead-eu.net.

Providing Data to Third Parties

The data that you have provided may be handled by third parties only if and as necessary for providing the services as described above. Except for the parties mentioned below, we do not under any circumstance provide your personal data to other companies or organizations, unless we are required so by law.

We use third parties for the following purposes:

- Managing our Membership / CRM (Hivebrite)
- Sending our newsletters/blog posts (Mailchimp /Hivebrite)
- Conducting surveys. (SurveyMonkey/ Hivebrite)
- Manage our events (Evenium / Hivebrite)
- Informing and preparing staff, project managers and support staff hired on a freelance basis to contribute to the delivery of the services agreed upon
- Sharing documents in a cloud-based system (Google dox)
- Hosting meetings on on-line platforms or teleconferences (Free Conference call.com, Skype for Business, Zoom)

In addition:

- We never share personal data with individuals with which we have no processor agreement.
- We only work with third party companies that are compliant with EU laws and regulations under the GDPR.
- We don't hand over your personal data to third parties for other purposes than they were collected for, without your explicit permission.

Statistics

We keep statistics on the use of our service and participation in activities and events, but these are kept anonymous at all times.

Cookies

We use Google Analytics-cookies on our website. We have agreed to the processor agreement with Google. Next to which we have limited sharing of information with Google and do not use any other Google services in combination with the Google analytics – cookies.

Security

We take security measures to reduce misuse of and unauthorised access to personal data. We take the following measures in particular:

- We make use of secure connections (Secure Sockets Layer of SSL) to encrypt all information between you and our website when entering your personal data
- We keep logs of all requests for personal data
- All persons that act under LEAD Network responsibility that are in contact with your personal data are kept to a strict nondisclosure policy regarding your data via a signed contract which includes a confidentiality clause.

- The staff (or volunteers) that have access to (part of) your personal data are kept to an absolute minimum; only those that need the access to be able to provide you with the service your data was provided for, have access to it. Staff nor active volunteers have no right to copy or use your data in any other way than for the purpose the data was provided for.
- All our contracted employees, contracted freelancers and active volunteers are obliged to secure their workstation(s), laptop(s) and phone(s) that have access to your data with a password.
- The request for and use of personal data is kept to a minimum whenever possible.
- We regularly evaluate our security measures.
- All of our contracted employees, freelancers and active volunteers are well informed on the importance of compliance with the GDPR and are instructed to always treat your personal data with great care.

Changes to this Privacy Statement

We reserve the right to modify this statement. We recommend that you consult this statement on a regular basis, so that you remain informed of any changes.

Inspection and Modification of your Data

You can always contact us if you have any questions regarding our privacy policy or wish to review, modify or delete your personal data.

You have the following right:

- Being informed on which personal data we have and what we are using it for;
- Inspection of the personal data that we keep from you;
- Having incorrect data corrected;
- Request to delete outdated personal data;
- Revoke your consent;
- Object to certain uses.

Please note that you always make clear who you are, so that we can assure that we do not modify or remove the data from the wrong person.

Complaints

If you think that we are not helping you in the right way, you have the right to lodge a complaint at the authority. For The Netherlands, this is the Autoriteit Persoonsgegevens.

Contact details

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