

# PRIVACY POLICY



EMCC LUXEMBOURG



**Subject: Privacy Policy**

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# 1. Introduction

## 1.1 Objectives/purpose

EMCC Luxembourg is committed to protecting your personal data. Our Privacy Policy contains important information about what personal details we collect, what we do with that information, who we may share it with and why, and your choices and rights when it comes to the personal information you have given us.

This document outlines specific data held by EMCC Luxembourg.

For information regarding the EMCC International Privacy Policy, we recommend that you also read the European Mentoring and Coaching Council Privacy Policy by following this link:

<https://www.emccouncil.org/membership/privacy-policy/>.

# 2. Content

## 2.1 What is Considered Personal Data?

Personal data is any information that can be used to find out your identity. This includes such information as your name, address or telephone number.

## 2.2 What information do we keep and for what purpose?

### 2.2.1 ACCREDITATION

When you make an enquiry about accreditation, we make a log of the nature of your enquiry, your contact details, whether you proceed to the application stage, and we keep a record of your EIA Accreditation level, your EIA Certificate and the date it was obtained.

We use this information to contact you to support you in your application queries and application process.

Once you are accredited, we keep your contact data and contact history so that we can remind and assist you at the time of renewal or in the case of an upgrade request.

### 2.2.2 EVENTS

When you attend a local event, we keep a record of your attendance (name) when you sign the attendance list and as proof that you have been given a CPD (continuing professional development) certificate for the event in question. We hold onto the attendance lists for a period of five years should you require proof of CPD for your EIA accreditation application.



When we run local events, we occasionally take photos of the people attending and the speakers. This is for the purpose of including these in the EMCC Luxembourg Newsletter, on the EMCC Luxembourg LinkedIn page or the EMCC Luxembourg LinkedIn group.

Should you wish that your photo is not taken or name does not appear on these various media, you should advise any of the EMCC Luxembourg Board members present at the event.

You are advised that the EMCC Luxembourg Newsletter is posted to our website.

### 2.2.3 FINANCIAL TRANSACTIONS

EMCC Luxembourg is registered as a not for profit association in Luxembourg.

According to Luxembourg law we are required to keep financial records showing any payments you make to us for ten years e.g. your membership.

### 2.2.4 GROUP SUPERVISION

We retain your personal details to track and monitor the process and for quality control purposes, and to issue your CPD certificates.

### 2.2.5 MEMBERSHIP

When you apply for membership with EMCC we require you to let us have your name, address, telephone numbers, and email address.

We keep this information in order to maintain your membership.

You can optionally also provide other details such as your website etc.

These details are kept for the purposes of maintaining your membership.

You are free to withdraw this information at any time online by making changes in your membership record via the EMCC International website and it will immediately be removed from the database.

Alternatively, you may contact [LU.Administrator@emccouncil.org](mailto:LU.Administrator@emccouncil.org) to ask for this information to be removed.

By doing so, however, you will be cancelling your membership of EMCC.



### 2.2.6 MEMBERSHIP APPLICATION FORMS

We ask for personal data information and background information on your coaching approach and education via our application process in order to assess the relevance of the applicant to be a member.

The data that you provide us will be held by the Membership Manager for quality purposes and for approaching members who may have skills or talents which could contribute to the running of the Association.

### 2.2.7 NEWSLETTER

We hold your name and email address in order to send you our EMCC Newsletter.

### 2.2.8 SOLIDARITY COACHING:

We maintain coach and coachee data, including coaching contracts and records of contact in order to monitor and track the coaching process, and in order to be able to match suitable coaches/mentors to coachees of solidarity coaching.

In addition, we hold onto evaluation forms so that we can continuously improve our solidary coaching offering.

### 2.2.9 THIRD PARTIES

We use third parties (Mailchimp) to send communications to our members i.e. EMCC Luxembourg Newsletter.

In addition, your membership data is held on the EMCC International website.

We also use Dropbox to exchange information between Board Members, and Monkey Survey to survey our members.

The third parties we use receive your data as data processing contractors and are also subject to data protection regulations and contractual confidentiality obligations.

We may be obliged to provide data to courts, public authorities, or other state bodies. Your data will otherwise not be made available to third parties. We never sell your data to third parties.

## 2.3 Withdrawing consent for the storage of your data

You can withdraw your consent for the storage of your personal data at any time. The data will then be deleted immediately provided that it is not prescribed by law. If you have further questions on this privacy



policy, data protection, would like to see what data we hold on you, or wish to have your data removed please contact: [LU.Administrator@emccouncil.org](mailto:LU.Administrator@emccouncil.org) .

## 2.4 Making a Complaint

We hope that you will never have a reason to complain about EMCC Luxembourg and data we store about you.

If you do have concerns please contact: [LU.President@emccouncil.org](mailto:LU.President@emccouncil.org) so that we can work with you to put things right.

You have the right to make a complaint to the supervisory authority, the National Centre for Data Protection at: <https://cnpd.public.lu/>

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