

## **PRIVACY DECLARATION DON BOSCO YOUTH ORGANISATION NPO**

We, as Don Bosco youth organisation NPO (also known as Don Bosco Playground Oud-Heverlee), are aware of the fact that you put your trust in us. That is why we see it as our responsibility to protect your privacy. On this page we want to explain to you which data we collect by using our website or services, why we collect this data and how we use it to improve your user experience. This way you understand our methods completely.

This privacy policy applies to all services of Don Bosco Playground Oud-Heverlee. You should be aware that Don Bosco Playground Oud-Heverlee is not responsible for the privacy policy of other websites and sources. By using our website to register yourself (as supervisor or head supervisor) or to register your child, you accept our privacy policy.

Don Bosco Playground Oud-Heverlee respects the privacy of everyone who gives us the necessary and confidential personal information and makes sure that this information is treated confidentially.

### **PERSONAL DATA WE PROCESS**

Don Bosco Playground Oud-Heverlee can collect personal data because you make use of the services that we provide or because you have filled out a form to register your child(ren), a form to register as (head) supervisor, a contact form on our website or via email or on paper.

Don Bosco Playground Oud-Heverlee can collect the following data in function of the purpose by which you gave us this data:

#### 1) Registration of the child for our playground

- First name and last name of the child
- Date of birth and age of the child
- Gender of the child
- First language of the child
- Nationality of the child
- First name and last name of one/both of the guardians of the child
- Address of the child (in case of divorced parents: address of the parent/guardian that registered the child)
- Optional (parents/guardians may opt for this): tax address for bills and tax certificate
- At least one, preferably two telephone numbers
- Email address of one parent/guardian
- If the child takes the bus: at which bus stop does the child get off?
- Do the parents/guardians give permission for the child to walk alone from the bus stop to his house?
- Will the child be picked up from the playground?
- Do the parents/guardians give permission for the child to go home alone from the playground?
- Does the child have allergies?
- Does the child take medication? If so, which one(s)?
- Other information that may be necessary?

## 2) Registration of supervisors/head supervisors for our playground

- First name and last name of the (head) supervisor
- Gender of the (head) supervisor
- Date of birth of the (head) supervisor
- Address (street, number, place, country and postal code) of the (head) supervisor
- Email address of the (head) supervisor
- Cellphone number of the (head) supervisor
- Telephone number or cellphone number of the parent/guardian of the (head) supervisor
- Photo of the (head) supervisor
- Is the (head) supervisor vegetarian/vegan? Does the (head) supervisor have allergies?
- School the (head) supervisor attends
- Available weeks of the (head) supervisor
- Does the (head) supervisor apply in function of his internship to obtain the certificate of '(head) supervisor in youth work', with corresponding Kavo-ID.

### **WHY DOES DON BOSCO PLAYGROUND OUD-HEVERLEE NEED THIS DATA?**

Don Bosco Playground Oud-Heverlee uses this personal data in the context of an agreement concluded with you. Again, we make a division between children and supervisors:

#### 1) Registration of the child for our playground

We collect previously mentioned data to take care of your children and to let them play with us during the summer holidays. This also includes the administration (billing and tax certificate) that comes with that. This includes: contacting parents in case of problems, checking whether you're eligible for reduced price and keeping parents informed of practical changes during the summer holidays. We gather information about the children like which village they come from, their nationality and the language that they speak for subsidy reasons. This data is completely anonymous when shared with competent authorities.

#### 2) Registration of (head) supervisor for our playground

We collect previously mentioned data to organize a great collaboration between the (head) supervisors who are responsible for taking care of the children. This includes: dividing the supervisors for each group of age beforehand, contacting the (head) supervisor in case of problems and keeping them informed of practical changes during the summer holidays. We gather information about the address of the (head) supervisors for subsidy reasons. This data is completely anonymous when shared with competent authorities.

Your personal data will only be used for the same reason you provided them with us. Your data will not be used to send you other information or newsletters about Don Bosco Playground Oud-Heverlee, unless you have given us permission. Photos used for promotional purposes (flyers, posters, website, Facebook page) will only be used with your permission. The data will be stored on our own secured servers from Don Bosco Playground Oud-Heverlee or on the server of a third party. We will not combine this data with any other data we may possess. Photos used for promotional purposes (flyers, posters, website, Facebook page) will only be used with your permission.

## **COMMUNICATION**

If you send us an e-mail or another message, we may save this message. We also may ask you for personal data which is relevant in certain situations. This makes it possible for us to answer your questions or requests. The data will be stored on our own secured servers (in the case of registration of children) or servers from a third party (in the case of use of our website and registration of (head) supervisors). We will not combine this data with any other data we may possess.

## **HOW LONG DO WE STORE THE COLLECTED DATA**

Don Bosco Playground Oud-Heverlee does not store the data any longer than necessary to cover its purposes for which your data has been collected. Your personal data will not be stored for a period longer than 3 years if there has not been made an agreement with you.

The data will be stored on our own secured servers from Don Bosco Playground Oud-Heverlee or on the server of a third party. We will not combine this data with any other data we may possess.

As to medical information: It goes without saying that we are extremely careful with medical information. This information is only accessible to administrative staff (to process this data) and head supervisors of the corresponding group of age.

## **SHARING WITH THIRD PARTIES**

Don Bosco Playground Oud-Heverlee does not share personal information with third parties, unless it's necessary due to an agreement with you (for example: insurance) or to comply with a legal obligation.

## **MAPPING OUT WEBSITE USE**

Our website uses cookies (a small text file which is installed onto your computer) to analyse websites and to help users who use the website. Don Bosco Playground Oud-Heverlee uses this information to improve its website. This information is always anonymous and is not shared with third parties. You also have the possibility to refuse the use of cookies. Consult the help function of your internet browser for more information.

## **GOOGLE ANALYTICS**

Don Bosco Playground Oud-Heverlee uses Google Analytics to keep track on how users visit our website and to verify how effective Adwords advertisements are regarding Don Bosco Playground Oud-Heverlee search results on Google.

The information obtained by this, including your IP address, is transferred to servers from Google in Europe and the United States of America. Consult the privacy policy of Google for more information. Google uses this information to track how our website is being used, to give us reports about the website of Don Bosco Playground Oud-Heverlee and to get an overview of the effectiveness of our campaigns.

Google can share this information with third parties if Google is legally obliged or insofar these third parties process this data in the name of Google. Don Bosco Playground Oud-Heverlee does not have an influence on this.

Don Bosco Playground Oud-Heverlee did not give permission to Google to use this data obtained by Don Bosco Playground Oud-Heverlee for other services of Google.

### **LOOKING INTO, CHANGING OR DELETING DATA**

You have the right to look into, change or delete your own personal information. To request access, change or removal, send us an e-mail: [info@speelpleindonbosco.be](mailto:info@speelpleindonbosco.be). Don Bosco Playground Oud-Heverlee will respond within 4 weeks at the latest.

### **PROTECTION**

Don Bosco Playground Oud-Heverlee takes protection of your personal data very seriously and takes measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes.

Don Bosco Playground Oud-Heverlee uses a confidential SSL Certificate to make sure that your personal information does not get shared with third parties while registering to become a (head) supervisor.

If you're under the impression that your data is not well-secured, if there are signs of abuse or if you would like to have more information about the protection of your data collected by Don Bosco Playground Oud-Heverlee, contact us via [info@speelpleindonbosco.be](mailto:info@speelpleindonbosco.be).

[www.speelpleindonbosco.be](http://www.speelpleindonbosco.be) is a website from Don Bosco Playground Oud-Heverlee.

### **You can contact Don Bosco Playground Oud-Heverlee via:**

Address (playground/administrative office) Don Boscolaan 15, 3050 Oud-Heverlee

Company number: 0452.578.046

Telephone number: 0472/ 89.67.94

E-mail address: [info@speelpleindonbosco.be](mailto:info@speelpleindonbosco.be)