

ILA PRIVACY POLICY

In order to effectively operate its activities, ILA, the Institut Luxembourgeois des Administrateurs, needs to collect, use and process data. In this context, we are committed to safeguarding and respecting your personal information and privacy.

What information do we collect?

ILA collects several types of information from and about its members, participants to its activities, its service providers and any person in contact with ILA in the context of its activities. We therefore collect data such as:

Identification data: first and last name, email address, postal address, phone number, and other similar contact data, date of birth, gender, nationality, country of residence, preferred language and/or other information that can be defined as personal.

Contact information: job function, job title, department, organisation name, size and location, and whether or not you are sitting in an internal body of the organisation.

Financial account information, and any additional information that is necessary to fulfil our commitments.

How do we collect information?

We collect this information directly from you when you provide it to us or occasionally from publicly available information sources (websites, publications...).

Please note that you can choose the information you provide us with and may decline when asked to provide personal data. This could however impact the possibility for ILA to deliver its services and/or prevent you from becoming a member or participating in an ILA event or training.

Why do we collect, use and process information?

ILA uses your personal data to:

- Keep you informed about its activities by sending you communications
- Provide you with all necessary information and/or documentation related to your membership
- Give you access to your personal portal as well as to access-restricted resources
- Allow you to register for activities
- Display on our website the personal data you specifically authorised us to
- Comply with its legal obligations and its internal policies and procedures as well as for any other purpose with your consent

Who do we share your information with?

ILA may share/disclose/transfer your data with third parties solely to the extent necessary to enable its providers to provide their services to both ILA and you.

What are your rights?

You have at any time the right:

- To access your personal information
- To ask, in writing, to be withdrawn from our mailing list(s)
- To ask, in writing, for the rectification of your personal data in case of any errors and/or for the erasure of your personal data
- To ask for a restriction or to object to our processing of your personal data
- To lodge a complaint with the CNPD (Commission nationale pour la protection des données)

When receiving such a request, ILA will address it within the limits of its technical and organisational means and may not comply with your request when we consider it would lead to the violation of law or legal requirement or when it would jeopardise our legitimate interests.

Our contact details:

ILA, Institut Luxembourgeois des Administrateurs
19 rue de Bitbourg
L-1273 Luxembourg
events@ila.lu

How do we secure your personal information?

ILA is committed to giving your personal data all possible security and protection it can guarantee. All technical security measures are taken and requested from our providers.

How long do we retain information?

ILA stores your personal data for as long as necessary for the fulfilment of the purposes listed above or for the duration required by law.

This ILA Privacy Policy being an ILA internal document, which may be amended as considered necessary by us. An up-to-date version is accessible through the ILA website: www.ila.lu.

ILA Privacy Policy, last update June 13th, 2018