



## DATA PRIVACY POLICY

*In accordance with the EU General Data Protection Regulation (EU) 2016/679*

***About Glass Fibre Europe – EU Transparency Register n°635608817518-09.***

*Glass Fibre Europe, founded in 1987, is the voice of the European continuous filament glass fibre industry. It is composed of 7 companies: 3B the fibreglass company, FYSOL SAS, Johns Manville, Lanxess, Nippon Electric Glass, Owens Corning and Saint-Gobain Vetrotex. Glass Fibre Europe represents over 90% of the continuous filament glass fibre production in Europe.*

### **Glass Fibre Europe**

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APFE | European Glass Fibre Producers Association (aisbl)

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It is Glass Fibre Europe's policy to respect and treat all personal data that it was handed over and that it processes with utmost confidentiality. Glass Fibre Europe will process your personal data in compliance with applicable privacy legislation, including 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 (hereinafter also referred to as "**GDPR**"). To give core to this commitment, this Data Privacy Policy (hereafter the "**Policy**") has been established and governs the manner in which Glass Fibre Europe uses and processes personal data. It also informs you about your data privacy rights (see section 9 below) that individuals can exercise at any-time.

## **1. TYPE OF PERSONAL DATA**

In your dealings with Glass Fibre Europe, you may provide us with personal data data, including your name, surname, gender, professional function, email address, address, phone number(s), employer, subscription to mailing lists, registration to events and attendance to Glass Fibre Europe's meetings. Glass Fibre Europe may also collect additional information such as statements made during meetings and any other data necessary for participating at meetings, relevant for administrative purposes or required by law. This information is considered as personal data under the GDPR.

## **2. METHODS OF PERSONAL DATA COLLECTION**

In most instances, Glass Fibre Europe collects personal data directly from the data subjects or from their employers, in the case of member companies and partner organisations. Personal data may sometimes be obtained through other means such as interaction on the website of Glass Fibre Europe, registration and participation to meetings and events.

Glass Fibre Europe may also collect some personal data from public sources, such as the directories of the European Institutions.

In the event that a Third-Party provider is contracted by Glass Fibre Europe to collect personal data on its behalf, Glass Fibre Europe will make sure contractually that the Third-Party concerned is required to use your personal data in accordance with the applicable provisions of this Policy.

## **3. PURPOSE OF USE AND PROCESSING OF PERSONAL DATA AND LEGAL GROUND FOR PROCESSING**

Glass Fibre Europe processes your personal data for the following purposes:

### **3.1. Membership management**

The processing of personal data is based on the necessity to perform our contractual obligations with you. If you do not provide us the personal data or if you do not allow us to process this, we may not be able to manage your membership nor to provide you with certain services.

### **3.2. Communications with our members**

The personal data is also used for contacting our members, inviting our members to meetings and conference calls, keeping our members informed about the activities of the association, e.g. news on specific issues, responding to questions or asking questions or for any other (non-marketing) communications with our members for the purpose of fulfilling the missions of the association. We carry out these activities on the

grounds of our legitimate interest to contact our members and to fulfil the missions of the association.

Glass Fibre Europe's does not use 'mass' communication tools like weekly / monthly newsletter, but sends occasionally press releases, invitations events like Meetings of the General Assembly, the Board, the Committees and Working Groups and few occasional communications. The latter are never commercial and are limited and focused in distribution.

### **3.3. Advocacy obligations**

In order to fulfil its communication and advocacy activities, Glass Fibre Europe processes contact details of journalists, officials from the European Institutions and Member States of the EU, Members of the European Parliament, academics, consultants as well as industry stakeholders and does so on the grounds of its legitimate interests.

### **3.4. Website and social media**

To access and navigate websites of Glass Fibre Europe, there is no need to provide any personal data. Personal information will only be collected when users send an email to Glass Fibre Europe using the email address 'info@glassfibreeurope.eu' or contact form displayed on this website. Personal data will only be used by Glass Fibre Europe to administer the inquiry requested.

Glass Fibre Europe uses cookies and similar tracking technologies, e.g. to quantify and evaluate the use of webpages. For more information about cookies and similar tracking technologies (including the purposes for use, when we ask for your consent, and how you can exercise control), please refer to our [Cookie policy](#).

Glass Fibre Europe does not use social media platform accounts, such as Twitter, LinkedIn, Facebook, Google+ and YouTube and according plug-ins.

### **3.5. Administrative tasks and legal obligations**

Some personal data is used for fulfilling administrative tasks and for complying with legal obligations. This may include for instance your attendance to meetings or statements made during meetings, which are used for drafting minutes of meetings. For members of the Board Committee of Glass Fibre Europe, it also includes the processing of additional personal data such as home address, birthdate, copy of ID cards, for the purpose of publication to the Belgian Official Journal (Moniteur Belge) of the list of administrators. Glass Fibre Europe processes this data on the grounds of its obligation to comply with applicable laws.

The provision of personal data for this purpose is a statutory requirement. If you do not provide us with this personal data or do not allow us to process this, we may not be able to allow you as a member or provide you with certain services.

## **4. DISCLOSURE OF PERSONAL DATA TO THIRD-PARTIES**

Glass Fibre Europe shall under no circumstance sell your personal data to Third-Parties or share it for commercial gain. It may however need to disclose your personal data to Third-Parties for the fulfilment of its activities. This may include sharing the contact details of members with other members, for example between participants to a working group, or sharing the birthdate and ID

card number with the European Institutions for security checks prior to entering the European Institutions' premises.

It is also possible that Glass Fibre Europe is obliged to disclose your personal data to public authorities as required by laws or regulations.

## 5. CROSS-BORDER PROCESSING OF PERSONAL DATA

Any transfer of personal data outside the European Economic Area (EEA) to a recipient whose domicile or registered office is in a country which does not fall under an adequacy decision enacted by the European Commission shall be governed by the provisions of a data transfer agreement, which shall contain the European Commission's Standard Contractual Clauses, or will be subject to other appropriate safeguards to ensure that your personal data will remain protected in accordance with this Policy and the GDPR. If you require more information regarding these measures, please contact us as explained in the Contact Us section below.

## 6. STORAGE OF PERSONAL DATA

The personal data of employees of member companies and partner organizations of Glass Fibre Europe is stored for the duration of their employer's membership at Glass Fibre Europe except in cases where Glass Fibre Europe is notified that the said employee has left the organization. In that case, the personal data of employees is deleted at the latest 6 months after Glass Fibre Europe receiving the said notification.

Minutes of meetings, lists of participants and correspondence with members are kept for a duration of 10 years for demonstration of compliance with competition law.

All other personal data is kept for the time strictly necessary to achieve the purpose(s) for which they were collected.

## 7. YOUR PRIVACY RIGHTS

At any time, you may exercise the following rights with regards to your personal data processed by Glass Fibre Europe:

- If you wish to access, correct, update or request deletion of your personal data, you can do so at any time by contacting us using the contact details provided below.
- In addition, in certain circumstances, as stipulated in the applicable data protection legislation, you can object to processing of your personal data, ask us to restrict processing of your personal data or request portability of your personal data. Again, you can exercise these rights by contacting us using the contact details below.
- If we have collected and process your personal data with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data conducted in reliance on lawful processing grounds other than consent.
- If you have a complaint or concern about how we are processing your personal data then we will endeavour to address such concern(s). If you feel we have not sufficiently addressed your complaint or concern, you have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries (including the US and Canada) are available [here](#).)
- You have the right to unsubscribe to communications in case no further involvement is wished with Glass Fibre Europe (e.g. in case of change of position / responsibilities). You have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as

postal marketing or telemarketing), then please contact us using the contact details provided below.

The point of contact for individuals to exercise the above rights with regards to their personal data is Glass Fibre Europe's General Secretary at [info@glassfibreeurope.eu](mailto:info@glassfibreeurope.eu)

## **8. SECURITY OF PERSONAL DATA**

Glass Fibre Europe undertakes to take all reasonable, physical, technological and organizational precautions in order to avoid (i) unauthorized access to your personal information and (ii) loss, abuse, or alteration of your personal data. Notwithstanding the above, an infallible level of security can never be guaranteed. Should any data breach occur, we will act in accordance with the GDPR and applicable laws.

Glass Fibre Europe shall store all personal data, which it has collected, on its own servers or on those of service providers located in the European Union or outside the EEA in accordance with the measures set out in section 5 of this Policy. Paper records shall be stored in the offices of Glass Fibre Europe.

All the staff of the Glass Fibre Europe secretariat has been and will continue being kept informed about the principles of the GDPR and the subsequent internal procedures for the management of personal information and data.

## **9. LINKS TO OTHER POLICIES**

Glass Fibre Europe's Data Privacy Policy applies only to Glass Fibre Europe's databases, website and communications. When you arrive at external websites or platforms of third parties, even by way of links provided on Glass Fibre Europe's channels, solely these third party's terms and policies apply.

## **10. UPDATE OF THE DATA PRIVACY POLICY**

Glass Fibre Europe is entitled to update this Data Privacy Policy as and when it deems it necessary. Any such changes will be notified to registered contacts and posted on Glass Fibre Europe's website Data Privacy Policy pages.

## **11. CONTACT**

The point of contact for individuals wishing to exercise their rights with regards to their personal data is: [info@glassfibreeurope.eu](mailto:info@glassfibreeurope.eu)

In case of questions about this Policy, please contact: [info@glassfibreeurope.eu](mailto:info@glassfibreeurope.eu)

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