

| PN-09                                             | Notice for the Contact Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Processing Activities to which this Notice Refers | PAC-08 Website Contact Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Method of Delivery and Retention                  | <p>This notice is addressed to all persons who contact <b>European Film Commissions Network (EUFCN)</b> via the contact form available on the website <b>eufcn.com</b>.</p> <p>This notice is published alongside the contact form and can be consulted before the request is submitted.</p> <p>Submitting the form involves the processing of the personal data entered by the user solely for the purpose of managing the request submitted.</p> <p>Where the form includes optional fields, the user is free to decide whether to provide them. Data marked as mandatory, on the other hand, is necessary to enable EUFCN to receive and handle the request.</p> |

## NOTICE ON THE PROCESSING OF PERSONAL DATA

### ARTICLE 13 OF REGULATION (EU) 2016/679 – GDPR

#### 1. Identity and Contact Details of the Controller

The Controller is:

European Film Commissions Network (EUFCN)

Chaussée de La Hulpe 177/8 – B-1170 Watermael-Boitsfort (Belgium)

Email: [info@eufcn.com](mailto:info@eufcn.com)

#### 2. Data Protection Officer (DPO)

As at the date of this notice, the Controller has not appointed a Data Protection Officer (DPO).

Should a DPO be appointed, their contact details will be made available on EUFCN's institutional website.

#### 3. Purposes and Legal Basis of the Processing

The personal data provided through the contact form is processed to:

- receive and record requests submitted by users;
- respond to requests for information;
- manage communications relating to EUFCN's institutional activities;
- carry out any administrative activities strictly connected with managing the request.

The data is not used for marketing purposes or to send newsletters, unless the data subject has given specific consent through the dedicated tools provided for that purpose.

#### 4. Legal Basis of the Processing

The processing is carried out pursuant to Article 6(1)(f) of the GDPR, as necessary for the pursuit of EUFCN's legitimate interest in managing requests received through its website and responding to users who have voluntarily requested information.

Where the request is aimed at concluding a contract or performing pre-contractual measures requested by the data subject, the processing may also be carried out pursuant to Article 6(1)(b) of the GDPR.

#### 5. Categories of Data Processed

EUFCN may process the following categories of personal data:

- first and last name;
- email address;
- organisation or body of membership (where requested);
- subject of the request;
- content of the message;
- any further personal data voluntarily entered by the data subject.

Users are asked not to enter into the form any special categories of personal data within the meaning of Article 9 of the GDPR, nor any data not necessary to handle the request.

## **6. Nature of the Provision of Data**

The provision of the data marked as mandatory is necessary to enable EUFCN to receive and handle the request. Failure to provide the mandatory data may make it impossible to provide the response requested. The provision of any optional data, on the other hand, is voluntary.

## **7. Recipients of the Data**

The personal data may be processed by EUFCN's authorised personnel and, where necessary, by service providers acting on EUFCN's behalf as Processors pursuant to Article 28 of the GDPR, to the extent strictly necessary to manage the website, IT systems and electronic communications.

## **8. Transfer to Third Countries**

Should the processing, for technical or organisational reasons, involve the transfer of personal data to countries outside the European Economic Area, such transfer will take place solely in compliance with Chapter V of the GDPR and the safeguards provided for under Articles 45 and 46 of the GDPR.

## **9. Retention Period**

The personal data collected through the contact form is retained for the time necessary to manage the request and any resulting administrative obligations.

Should the request give rise to a further relationship with EUFCN, the data may be retained for the time necessary to manage that relationship and in accordance with legal obligations.

## **10. Rights of the Data Subject**

The data subject may exercise the rights provided for under Articles 15 to 22 of the GDPR, including the right to obtain access to their personal data, rectification, erasure, restriction of processing, the right to object to processing in the cases provided for by law and, where applicable, data portability.

Requests may be addressed to the Controller using the contact details set out in this notice.

## **11. Right to Lodge a Complaint**

The data subject has the right to lodge a complaint with the competent supervisory authority pursuant to Article 77 of the GDPR, where they consider that the processing of their personal data infringes applicable legislation.

## **12. Automated Decision-Making**

The personal data provided through the contact form is not subject to automated decision-making or profiling within the meaning of Article 22 of the GDPR.