



Northern European Business Association

Data Protection and Privacy Policy

Policy and Procedure

Northern European Business Association (NEBA) - Privacy and Personal Data Policy

Our Privacy Policy describes the sources we use to obtain information about you; tells you how we use, share and protect your information; and what choices you have about how your information is used and shared. By being included in our database, you agree to the terms and conditions of this Privacy Policy and consent to our collection, use and disclosure of your personal information in the manner set out below.

How do we use your personal data?

For the purposes of this Privacy Policy, personal data is any information identifying you as an individual and is limited to your name (or your company's representative's name), telephone number, e-mail address, mailing address, web site and bank account information for invoicing. In order for us to fulfill our obligations to you in your connection to your involvement with the NEBA, we need to collect, store and use this personal data. Your personal data will only be collected and used where necessary to provide our services to you or inform you of ours.

We use this personal data to

- inform you of events and NEBA activities,
- provide you with information from members.
- provide member information in our web site to the general public with the intent of creating business opportunities,
- provide member information to potential business partners as decided by the officers of the NEBA,
- send invoices.

Legal basis

From May 25, 2018, the legal basis of the use of personal data is set out in this policy. Consent must be clearly, freely and unambiguously given, agreeing to the use of data.

The NEBA does not require the use of sensitive personal data. If it ever becomes necessary, separate consent will be requested.

Personal data collection

Those included in the NEBA database include

- members and former members,
- those who have expressed an interest in NEBA activities,
- clients or contacts of NEBA members whose activities could benefit from an association with the NEBA in the opinion of a NEBA member.

From time to time, the NEBA may receive personal data from third parties, such as government/embassy officials or clients/associates of NEBA members if they consider NEBA activities to be relevant to them.

Disclosure of personal data

NEBA will not disclose any personal data of non-members to third parties.

NEBA will disclose only member information provided by a member in its website at <https://neba-network.eu/> and by e-mail to interested parties only in the interests of promoting the objectives of the NEBA as defined in the statutes and the business objectives of the member.

Personal data storage

NEBA will delete your personal data when it is no longer required for the purposes that it was acquired.

Collected personal data may be stored in paper format or digital format. Personal data is stored for as long as it is required to fulfill the need that it was acquired for. Personal data will be stored while it can be reasonably expected that it may be required in connection with our obligations. Personal data that is no longer required for these purposes will be deleted.

Personal data is also stored in order to be able to ensure access to historical data about your dealings with the NEBA.

Your rights

You have the right to request and receive information about the personal data that we collect and store.

It is important that the personal data that we store is accurate and up to date. You have the right to request that your personal data is corrected or to terminate its use and storage if it is not correct or up to date or is no longer required for the purpose they were originally collected for. In these cases, you may submit a request and we will correct or delete the data.

You have the right to revoke your consent for us to use your personal data. However, revoking consent to use your personal data will mean that we are not able to provide the services for which the data was collected and used.

You may also at any time revoke your consent to receive direct marketing materials from us.

Contact us regarding our data privacy policy. If you have any questions regarding collection, use or storage of personal data, please contact us by email at:

info@neba-network.eu

or by postal mail to NEBA, Vienības gatve 109, Rīga, Latvija, LV-1058