FutureLab Europe Data Protection Policy

Please read this Data Protection Policy carefully to understand how the FutureLab Europe management team collects, uses and processes your personal data in respect of the General Data Protection Regulation (GDPR).

1. Introduction

The programme FutureLab Europe is managed by the European Policy Centre (EPC) with the support of the Network of European Foundations (NEF). The personal data collected by both the EPC and NEF in the framework of the programme are processed according to the present Data Protection Policy. For any questions regarding the present Data Protection Policy please contact the EPC using the details below.

2. Data Definition

2.1 This Data Protection Policy applies to the personal data of the members and alumni of the programme FutureLab Europe as provided at the occasion of their submission of the application and their registration to the programme. It covers namely email addresses, phone numbers, emergency contacts, addresses, social media accounts and any other personal data provided by a participant to NEF or EPC.

2.2 The Data Protection Policy also applies to persons expressing an interest in the activities of FutureLab Europe by i.e. subscribing to our newsletters. In such cases, we collect contact details i.e. their name, address, e-mail address, telephone number, mobile phone number, fax number etc.

In both cases, personal data are not collected through the FutureLab Europe website as we do not use Cookies.

3. Consent

By providing your personal data to the FutureLab Europe team, you consent to the terms of this Data Protection Policy. The terms of the present Data Protection Policy can be amended from time to time by the programme management team. The use of your personal data will be subject to the terms of this Data Protection Policy as they are amended.

4. Purpose: how do we use information collected?

Personal information will be kept confidential between the EPC and NEF that will act as joint controllers.

In general, personal data will only be used in connection with the purposes for which they are submitted, or as necessary for the programme management team to comply with legal and auditing obligations.
You can access most pages on the FutureLab Europe website without telling us who you are and without revealing any personal information. We do not collect personal information (such as your name, address, phone number or e-mail address) on the FutureLab Europe website unless you choose to provide it.

In order to provide a requested service, we process personal data, for example, if you subscribe for our newsletter, we will only use your details to send it to you. If you do not wish to receive our newsletter anymore, you can at any time and without motivation unsubscribe as every newsletter provides this option. You can also send us an e-mail to do so.

Specifically, the personal data of FutureLab Europe members and alumni will be used for the following purposes:

1. Compile a contact list which will be kept confidential between the EPC and NEF.
2. Provide information about the FutureLab Europe programme and related projects via the programme newsletter.
3. Invite data subject to attend FutureLab Europe events (i.e. Autumn Conference).
4. Data referring to social media accounts provided by FutureLab Europe’s members will be published on the FutureLab Europe website.
5. Personal data are also used for statistical purposes via anonymous surveys.

6. How long do we keep your information?

Personal data collected as described under paragraph 2.1 will be kept from the year of entry in the programme for a time period of three years. After the first year, the personal data will be processed and amended according to the new Alumni status of the participant and information about it will be provided accordingly. At the turn of the third year, the data subject will be requested via email to provide his/her explicit consent to extend or not the processing of his/her data for the FutureLab Europe purposes as stated under paragraph 4.

Personal data collected as described under paragraph 2.2 will be kept for the time needed to provide the service requested.

7. Do we share your personal information?

FutureLab Europe considers your data to be confidential information. At no point will the personal information provided be sold to a third-party organisation or person. Personal data will neither be shared with third parties except in the following occasions.

a. NEF request for FutureLab Europe purposes
As per agreement between NEF and EPC, the FutureLab Europe management team will provide NEF with the information needed to carry out duties related to the programme.
b. Auditing
For auditing purposes, we store participation lists of our events and meetings for up to five years.

c. Newsletter
The newsletter is provided via the third party service provider MailChimp that has confirmed its status as GDPR compliant.

d. Database management
All personal details are managed by the FutureLab Europe management team.

8. How can you access your information, correct or delete it?

When you become a member of the FutureLab Europe programme, i.e. participating at the Annual Forum, the FutureLab Europe management team stores certain data. This is also the case, if you subscribe to our newsletter thus you have rights of access to the personal information, to amend that information or, in some circumstances, to object to our processing of your information, under data privacy law.

You can access any of your personal information that is processed by the European Policy Centre and the Network of European Foundations, check the data and delete or correct any data that is incorrect or incomplete.
To exercise these rights, the data subject will have to send a request to the FutureLab Europe management team. This request needs to be signed and dated and contain a copy of the front of your identity card. The FutureLab Europe team is committed to execute your request as soon as possible and inform the data subject accordingly.

If you have any further questions or concerns about this policy, please contact:

The European Policy Centre
Rue du Trône 14-16
B-1000 Brussels
BELGIUM

Or please e-mail us at info@futurelabeurope.eu

Should you consider that your data have been handled incorrectly, you can submit a complaint to or contact the Privacy Commission in Belgium or in your country of residence.

Date of publication: 24 May 2018