

Privacy statement

VNG Connect - Future Green City World Congress

To do our work well, it is often necessary to process personal data. We ensure lawful, proper and transparent handling of your personal data and respect everyone's privacy. Therefore, we comply with the General Data Processing Regulation (AVG) and the AVG Implementation Act (UAVG).

In order to process your data with integrity and confidentiality, we take appropriate measures to prevent misuse, loss, unauthorized access, and other unwanted handling of personal data. The choice of these measures are based on the technology available, the type of personal data we capture, and the risks involved. Your data will only be processed by persons with a duty of confidentiality.

We process only those personal data that are strictly necessary for the purpose for which they are processed or for compatible purposes. This is how we limit the storage of your personal data. With your cooperation, we ensure that we continue to work with the correct data. If you have an online account with us, you can view, modify, or delete some personal data yourself. In this way we jointly ensure correct (personal) data.

Purpose of processing personal data

A. When you visit our website

When you visit our website, we process personal data (temporarily). For this we refer to the [Privacy Statement Websites and Cookies](#).

B. When registering for an activity

When you register for a conference, course, training or other meeting, we process the data you enter on the registration form. This includes at least your name, address and contact details, and sometimes other information, such as dietary requirements or any disabilities, that you provide to us. In addition, we may record your company name or job title.

We process your data to properly organize the conference or meeting and execute the agreement. For example, we process them to send you or your employer an invoice, to communicate about registration and to make name badges. We also use your (e-mail) address to send you information before and/or after the meeting, such as a program or a report, or to answer your questions.

In addition, we may send you an evaluation form by e-mail after the meeting. We process your response to this as anonymously as possible and ensure that it cannot be traced back to your person. We also do not include any personal data in the evaluation report. If you choose to provide us with your contact details, for example in order to provide further information about your evaluation or because you have a complaint, we will only process your personal data for that purpose. Then we process these personal data only for that purpose.

C. While visiting an activity: photos and promotion

During our activities, photographs are taken and film (image) materials are recorded. We use these photos and/or film (image) materials for our communications, reports and promotion of follow-up activities. If you do not want to appear on these photos and or film (image) materials, you can indicate this to the photographer or filmmaker or to the event organizer.

D. For providing participant lists

After you register for an activity, we may provide your information to other participants, speakers, teachers or organizers. For this, the following applies:

- We believe it is important to facilitate networking during and after our meetings. Therefore, we sometimes provide all participants with a list of participants with the following information: name, position, organization and city. In doing so, we never share your contact information. If you do not wish to be included on this list, please indicate this when you register or send an e-mail to vngconnectcongressen@vng.nl or vngconnectacademie@vng.nl.
- If there are speakers during the activity, we share with them the following information: a participant list for each session that includes participants' name, position, organization and city. We do this to help them tailor their presentation to best suit the participants. However, we never share your contact information with them.
- On rare occasions it is necessary to share your contact information with the instructor(s). We do this to allow them to keep in touch with you about the course. This contact may also be through an online learning environment.

E. Before using the app

We offer with some activity an app that you can download. On this app you can create the program of the conference or meeting.

F. To create an online learning environment

If you have registered for a course or academy meeting, we may work with an online learning environment. We use your personal information: name, gender, email address, job title and organization to create this learning environment for you and to send messages to you through this environment.



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G. For marketing and sending newsletters (if you have signed up for them)

We use your e-mail address to send you regular newsletters with relevant information about conferences and meetings. We only do this if you have signed up for these newsletters and given your consent. You can always unsubscribe from our newsletters. You can do this through the unsubscribe link that is provided under each newsletter. You can also change your areas of interest online. This is only possible if you have created an online account.

In addition, we may use your data for marketing purposes and to notify you about other interesting events or conferences we are organizing. For this we have a legitimate interest to tailor our services to your needs. When you register, you can also indicate which topics you are interested in. In that case we will inform you if there are congresses or other events that match your area of interest. Again, you can change or delete this at any time in your online account.

H. other purposes

We use your e-mail address, business address and/or name to invoice you, to collect receivables, to investigate your creditworthiness and for our bookkeeping. Due to legal obligations under tax law, we must keep your information, such as your (company) name, VAT number and business address in our records. We also use this data to handle any complaints and/or disputes with you.

Sharing with Third Parties

We provide your data to third parties only if necessary for the performance of our agreement with you, or to comply with a legal obligation, or with your consent. We enter into a processing agreement with organizations that process your data on our behalf to ensure the same level of security and confidentiality. We remain responsible for this processing.

Responsibility/obtained information from third parties

We are the "controller" when it comes to the congresses, courses, trainings and academy meetings we organize ourselves. In that case, we are the ones who determine which personal data we process and for what purpose and in what way we do so. If you want to see this data or have it corrected or deleted, you have to be with us.

It also happens that we commission an activity from another organization, such as an individual municipality or ministry. In that case, that other organization is the principal



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'responsible' and, according to the AVG, we are the 'processor' of the personal data. This means that we process these data on behalf of that organization. If you want to see this personal data or have it corrected or changed, we will put you in contact with that organization.

If we process data on behalf of an organization, we always indicate this clearly on the website of the congress or event in question. In all cases, we handle your personal data with care and ensure appropriate security.

Retention period

We keep personal data no longer than necessary for the purpose to which the data is related. Or as long as necessary for a legal obligation.

Your privacy rights

You have the right to access, correct, delete or restrict processing of your personal data. If you have any questions about the processing of your personal data, wish to amend it or withdraw consent, please contact us via connectpo@vng.nl.

If necessary, you can involve the VNG Data Protection Officer at fg@vng.nl to reach a solution. If you cannot work it out together, you can file a complaint with the Dutch Data Protection Authority. As a final step, you can go to court.

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