



## PRIVACY STATEMENT THE SHIFT

### 1. General

The Shift vzw, established at Wolstraat 68-72, 1000 Brussels, registered under number 0628.927.412, attaches great importance to the protection of your personal data. We manage the website [www.theshift.be](http://www.theshift.be).

This privacy statement provides clear and transparent information about which data we collect and how we handle personal data, in accordance with the General Data Protection Regulation (GDPR).

The Shift vzw acts as the data controller and, in some cases, as a processor for third parties. For questions, you can contact us at:

The Shift vzw, Wolstraat 68-72, 1000 Brussels – [hi@theshift.be](mailto:hi@theshift.be)

### 2. Data Protection Officer (DPO)

Although The Shift vzw is not legally required to appoint a Data Protection Officer (DPO), privacy management is monitored internally. You can contact us regarding this at [hi@theshift.be](mailto:hi@theshift.be).

### 3. Processing of personal data

Your personal data are processed for the following purposes:

Purpose	Data Collected	Source	Legal Basis	Retention Period
Membership registration	Name, email address, position, telephone number, organisation, preferred language, gender	Data subject via website or Community Manager	Performance of contract	Up to 5 years after the end of membership
Member communication	Name, email address, position, telephone number, organisation, preferred language, gender	Data subject via Salesforce	Performance of contract	Up to 5 years after the end of membership
Event management	Name, email address, job title, organisation	Data subject via website	Consent of the data subject	Maximum 2 years after last activity

Purpose	Data Collected	Source	Legal Basis	Retention Period
Newsletter	Name, email address, organisation, language preference	Data subject via website	Consent of the data subject	Until withdrawal of consent, assessed monthly

#### 4. Disclosure to processors

The Shift vzw only shares personal data with third parties where necessary for the purposes mentioned above. This includes, among others:

- Web hosting services (Combell)
- IT infrastructure providers (Salesforce, Microsoft)
- Newsletter and communication management (Mailchimp)

In the event of transfers outside the EU, we apply Standard Contractual Clauses (SCCs) or other adequacy decisions in accordance with the GDPR. A list of processors and countries is available upon request.

#### 5. Data security

We have taken technical and organisational measures to protect personal data:

- Access management with passwords and two-factor authentication
- Encryption and firewall protection
- Regular audits and incident response procedures

In the event of a data breach, we will take the necessary measures, including notification to the Data Protection Authority (GBA), if required.

#### 6. Your rights

You have the following rights under the GDPR:

- Right of access, rectification, and erasure
- Right to restriction of processing and data portability
- Right to object and to withdraw consent

Requests are handled within 30 days via [hi@theshift.be](mailto:hi@theshift.be). We may request proof of identity.

#### 7. Complaints

Complaints can be lodged with the Data Protection Authority (GBA):

Drukpersstraat 35, 1000 Brussels – [contact@apd-gba.be](mailto:contact@apd-gba.be)

#### 8. Minors

Our website and services are not intended for children under 16 years of age. Parental supervision is required for registration or participation.

#### 9. Automated decision-making

No automated decisions with legal effects are taken. Profiling is only used for personalised communication, with the possibility to opt out via [hi@theshift.be](mailto:hi@theshift.be).

#### 10. Changes to the privacy statement

This statement may be amended and will be communicated via our website. Last update: 27/05/2025.

#### 11. Cookie policy and tracking

Our website uses cookies and tracking technologies. You can manage your preferences through our cookie banner. For more details, please refer to our cookie policy on the website.