



PRIVACY STATEMENT

In carrying out its work as a not-for-profit foundation, Turning Tables may in some cases use personal data. In conformity with The General Data Protection Regulation (“GDPR”) which establish the European regulations concerning the use and processing of personal information, we take the utmost care to protect your privacy. Employees of Turning Tables who have access to the data, handle it confidentially in accordance with the principles of Turning Tables.

The basic principles that underlie data processing by Turning Tables are that:

- Turning Tables has permission to register the data
- The data are necessary for the execution of an agreement between you and Turning Tables
- The data are necessary to meet legal requirements
- You have a vested interest in the fact that Turning Tables collects the data (i.e. BSN for tax authorities to qualify for income tax advantage)
- Turning Tables has a legitimate interest in the processing of the data
- Turning Tables only uses personal data for the described purposes
- Turning Tables collects and processes no more and no other data than needed for those purposes. These purposes include the processing of personal data in the context of informing people about campaigns and events, etc. organised by Turning Tables. This Privacy Statement provides insight into the way in which Turning Tables handles this information.

1. How does Turning Tables Collect data?

The following lists the most common ways in which we may collect your personal data:

- When you sign up to receive e-mail newsletters from us;
- When you participate in surveys or research;
- When you register for and participate in our programs, activities, initiatives, and events;
- When you request information or assistance;
- When we respond to your employment inquiries or applications;
- When you communicate with us through the organisation’s website and social media;

2. What data does Turning Tables collect?

When you view the Turning Tables website or social media pages, our servers may keep an activity log that does not identify you individually. In general, we collect and store:

- information about the computer or other device that you use to access the site.
- information about your use of the website, i.e. “traffic data” such as time of access, date of access and other data that gives insight into browsing patterns.
- personal information collected, for instance, from forms or inquiries, including an e-mail address and other personal details. By submitting this information in writing or in a digital inquiry, you give permission to Turning Tables to retain that information for future communication in the context for which the information was given, for example to receive Turning Tables newsletter.

3. How does Turning Tables use data?

General Uses

- Responding to your inquiries;
- Sending you newsletters, mailings, and information about programs, initiatives, activities, and events by e-mail or another medium;
- Processing your employment application;
- Event or programme registration;
- Research for projects and nominations;
- Performing statistical and demographic analyses of users of the website and their usage patterns;

Turning Tables adheres to the highest standards of ethical practices in all our operations and is dedicated to protecting the privacy of all our contacts.

4. Transfer to third parties

Turning Tables may transfer personal data to the authorities or judicial authorities on the basis of a legal obligation.

For all other matters, Turning Tables will only use the data if the person concerned has given their explicit consent.

5. Social media networking

Links on Turning Tables website can redirect viewers to our partners’ websites and various social media networks. If a user clicks through to another site or social media network, the network may place its own cookies and gather data. In this case their own privacy policies apply.

6. Distribution

TT follows the *Human Rights Declaration on matters of Intellectual Property* to ensure that our participants know their rights and sign consent forms with all participants before recording or filming them. The forms further states that all rights for music, photos and film produced through our projects belongs to participants and that TT only has rights to non-profit distribution.

7. Access, correction and amendment of data

We will use reasonable efforts to securely process all personal information in line with the rights specified under the GDPR, in particular those related to the following requests:

- Access to your personal information;
- Correction of the personal information that we hold;
- Deletion of your personal information;
- A restriction of processing of your personal information;
- Transfer of your personal information to another party; or
- Objection to processing of your personal information based on Turning Tables' legitimate interest to use it and there is something about your particular situation that causes you to object to such processing

Users may request Turning Tables to inspect, correct or delete the data processed by Turning Tables by contacting us at info@turningtables.org.

8. Amendment Privacy Statement

Turning Tables has the right to expand or amend this Privacy Statement in the future. Your continued use of our website following the posting of changes to this Privacy Policy will mean you accept those changes.