



PERSONAL DATA CONFIDENTIALITY POLICY

**Last Updated: 18/01/2024*

EMTA is committed to ensuring the privacy and security of the personal information collected from its board members. This Privacy Policy outlines the procedures and practices concerning the collection, use, and protection of the board members' ID documents during the declaration process to the prefecture.

1. Collection of Information

We collect personal information from board members solely for the purpose of fulfilling legal obligations and completing the declaration process to the prefecture. The information collected may include, but is not limited to, government-issued identification documents, such as IDs or passports.

2. Use of Information

The collected information will be used exclusively for the purpose of declaration to the prefecture and related legal obligations. [Association Name] will not use the provided information for any other purpose without obtaining explicit consent from the board members.

3. Data Security

We implement appropriate security measures to protect the confidentiality and integrity of the collected information. Access to the ID documents is restricted to authorized personnel who require the information for the declaration process. We use encryption and secure storage practices to prevent unauthorized access, disclosure, alteration, or destruction of the data.

4. Limited Access

Access to the ID documents is limited to the individual within EMTA who directly involved in the declaration process.



5. Retention Period

The ID documents will only be retained for the duration necessary to complete the declaration process and fulfill legal obligations. Once this period expires, all physical and digital copies of the documents will be securely and permanently disposed of.

6. Third-Party Involvement

EMTA will not share, sell, or disclose the collected information to third parties unless required by law or with explicit consent from the board members. In cases where third-party services are utilized for the declaration process, we ensure that they adhere to strict privacy and security standards.

7. Board Members' Rights

Board members have the right to access, correct, or request the deletion of their personal information. They can contact Rebecca Hamache (rebecca.hamache@emta.com) to exercise these rights or to seek clarification on how their information is being handled.

8. Changes to the Privacy Policy

EMTA may update this Privacy Policy from time to time to reflect changes in legal or regulatory requirements. Board members will be notified of any significant changes, and the updated policy will be posted on the association's website.

By providing their ID documents to EMTA, board members acknowledge and consent to the practices outlined in this Privacy Policy.

For any questions or concerns regarding this Privacy Policy, please contact Rebecca Hamache, EMTA's administrative assistant: +33 1 47 53 28 34 – rebecca.hamache@emta.com