

## DATA PROTECTION DECLARATION 14-04-2019

The European Federation of Societies for Hand Therapy (Dutch registration number 02066730) is a non-profit organization representing the national hand therapy societies all over Europe, to increase the interest in and exchange of knowledge about Hand Therapy as such.

### Personal data that we process

EFSHT, represented by the secretary and treasurer, processes your personal data that you have provide to us by correspondence.

Below is an overview of the personal data we process:

#### Category 1: National Delegates, National Treasurers and Committee Members

- First and last name
- Address data
- E-mail address

#### Category 2: Representatives of Organizations and Commercial Partners

- First and last name
- E-mail address
- VAT or company number (if applicable)
- Profession (if applicable)
- Company Address data
- IP address (if applicable)

The EFSHT, specifically the coordinator of the European Certified Hand Therapists certification (ECHT-coordinator) processes the personal data of

#### Category 3: the ECHT applicants

- First and last name
- E-mail address
- Date of Birth
- Nationality
- Profession and level of education
- Number of years of experience as OT/PT
- National Hand Therapy Society
- Date of national certification as Hand Therapist
- Number of years of Hand Therapy experience
- Home address
- Workplace address
- Telephone number

#### Corresponding Address:

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#### Administrative Council:

Austria  
Belgium  
Czech Republic  
Denmark  
Finland  
France  
Germany  
Greece  
Italy  
Ireland  
The Netherlands  
Norway  
Portugal  
Slovenia  
Spain  
Sweden  
Switzerland  
Turkey  
United Kingdom

#### Pictures and video material

Video or photo material obtained during EFSHT organized congresses by EFSHT delegates or committee members may be used to promote EFSHT events and future congresses.

#### **Special and / or sensitive personal data that we process**

EFSHT does not process any special and / or sensitive personal data about you

#### **For what purpose and on what basis we process personal data**

EFSHT processes your personal data (Category 1 and 2) for the following purposes:

- Sending EFSHT related information to facilitate the work of the Federation and its committees
- Sending invoices for the annual member fee and sponsoring.
- Inform you about changes to our services and projects
- Sending the delegates address to the SAGE publisher in order to receive the free paper copy of Hand Therapy

The ECHT-coordinator processes only the personal data of Category 3 for the following purposes:

- Checking if the ECHT-applicant meets the criteria for becoming an ECHT.
- Sending feedback about the ECHT-application process to the applicant.
- Sending the ECHT certificate when successfully completed the process.
- Publishing name and National Hand Therapy Society for ECHT promotional purposes

#### **How long we store personal data**

EFSHT does not store your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected. We keep your personal data as long as you are a representative at the EFSHT (delegate, committee member, commercial partner, national treasurer) or a European Certified Hand Therapist.

#### **Sharing personal data with third parties**

EFSHT provides your personal data (category 1 and 2) exclusively to other national delegates and the EFSHT committee.

Additionally, EFSHT shares delegates data to the SAGE publisher in order to receive the free paper copy of Hand Therapy.

The ECHT-coordinator shares limited data (name – nationality – National Hand Therapy Society –application portfolio) with the assigned ECHT-accessors and the EFSHT Education Committee members involved in the ECHT certification process.

The ECHT-coordinator shares limited data (name – nationality – National Hand Therapy Society – picture) with the EFSHT community.

In case of a legal obligation your information will be shared with the law enforcers.

**Cookies, or similar techniques,**

EFSHT, the website, uses cookies for Google Analytics. These are technical, functional cookies and analytical cookies that do not infringe privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly. We can also optimize our website with this.

**View, modify or delete data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by EFSHT and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to another organization mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [efsht89@gmail.com](mailto:efsht89@gmail.com)

EFSHT also wishes to point out that you have the possibility to file a complaint with the national supervisory authority, the commission for the protection of privacy. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl>

**How we protect personal data**

EFSHT takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or that there are indications of abuse, please contact us [efsht89@gmail.com](mailto:efsht89@gmail.com)

In name of the Executive Committee of the EFSHT