

Composeralliance.org

ECSA Privacy Policy

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This website is offered by:

European Composer and Songwriter Alliance (ECSA)
Avenue de la Toison d'Or 60C
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info@composeralliance.org

1. Why this privacy policy?

The European Composer and Songwriter Alliance adapted its privacy policy to the EU General Data Protection Regulation (GDPR) and informs the users, through this page about how we collect, store, process and disclose data about the users. The GDPR is designed to harmonise data privacy laws across Europe, to protect all EU citizens' data privacy and to reshape the way organisations across the region approach data privacy. The new regulation came into effect on 25th May 2018. Access to the www.composeralliance.org (referred to as "the Website") implies full and unconditional acceptance by the User of this Privacy Policy. The User acknowledges having read the information below and authorises ECSA to deal, in accordance with what is specified below, with the personal data he/she communicates on/to the Website within the framework of the activities proposed by ECSA. The Privacy Policy is valid for all the hosted pages on the Website and for the savings of this Website. It is not valid for the hosted pages by third parties that ECSA may redirect to and where their privacy policies may differ. ECSA cannot be held responsible for any data processed on these websites or by them.

2. Who processes personal data?

Processing responsible: Access to the Website shall in principle be possible without having to provide personal data, such as, for example, surname, first name, postal address, e-mail address, etc. However, as part of ECSA's service, the User may be required to transmit certain personal data. In this case, the European Composer and Songwriter Alliance is in charge of processing these data, which will only be used for purposes in service of the User.

If you have questions or comments on this privacy policy, or if you want to update, delete, or change any personal data

we hold, contact us by email at info@composeralliance.org. We will answer your request within one month.

3. What data is ECSA collecting about its users?

Data that you voluntarily provide to us:

When you send us an email, sign up for one of our events or subscribe to our newsletter, you are voluntarily giving us information. This may include either:

- Personal identification data: your name, first name, address, details regarding the organisation you work for, your title or occupation
- Contact data: phone number and email address
- Financial identification data: your bank details
- Electronic identification data: IP address, cookies, location
- Content: the text of your email or remarks in a form

By giving us this information, you consent to this information being collected, stored and used by us (see purpose under point 4).

Data that we collect automatically:

We use cookies when you navigate our website. Cookies are small files that are stored on your device via internet browsers. Our website collects a series of general data and information when you use it. This general data and information are stored on our website's server log files. Through the use of cookies, we can provide you with more user-friendly services that would not be possible without the cookie setting. You can learn more about how we use cookies and how you can manage them in our [Cookies Notice](#).

Registered information on visited servers:

When the User accesses the Website, the visited servers automatically save certain data, such as the type of domain with which the User connects to the Internet, the IP address assigned to the User, the date and time of access to the Website and other traffic data, location data or other communication data, viewed pages, type of browser used, platform and / or system, the search engine as well as the keywords used to retrieve the Website, etc. This is a standard security practice. However, no personal data identifying the User is collected through these savings. This information is kept for statistical and improvement purposes only.

4. How does ECSA use my data?

General Purposes: the data that we collect via our activities are used to:

- Provide, operate, maintain and support our activities, including membership activities, event production and coordination, project management, etc.

- Disseminate our projects and activities to users of the website and subscribers of the mailing list.
- Manage the organisation's contact database on our internal server and on Mailchimp
- Improve our communications and communication channels through surveys and questionnaires.
- Analyse audiences use of our websites and other communication channels to adapt and improve the content and user experience of the Website.
- to detect and / or prevent fraud or similar activities of an illegal nature;
- to respond to requests for information;
- for any other purpose for which the User has expressly consented

5. How does ECSA collect data?

We use third-party services for communicating with our audiences, and our websites may contain links to other sites hosted by others. Different rules may apply to their collection, use, or disclosure of your personal data. We encourage you to review other platforms' privacy policies before using them. We do not control, and are thus not responsible for, the content or privacy practices and policies of such other sites and under no circumstances shall we have any liability whatsoever for the activities conducted by or at any website accessed from or through our website.

Websites: We are committed to protecting your privacy when you visit our website and those of our projects. Our project websites are the following: creatorsconference.org, camilleawards.eu and eccoconcert.eu. By using our websites, you agree to be bound by the terms and conditions of our Privacy Policy. In our websites, we integrate Google Analytics. Through Google Analytics, we collect, gather, and analyse data about the behaviour of our websites' visitors. For instance: the website from which a person has come, which sub-pages were visited, or how often and for what duration a sub-page was viewed. We use this information for the optimisation of our websites. Read our [Cookie Notice](#) to know more about Google Analytics and how we use cookies on our websites.

Email Marketing: On our website, you have the opportunity to subscribe to our email list. We use a third-party provider, MailChimp, to deliver our emails and e-newsletters. Through this application, we gather statistics around email opening and clicks using industry standard technologies, such as tracking pixels embedded in our email, helping us monitor and improve the communication with our audience. For more information about MailChimp, read [their privacy notice](#).

If you are subscribed to our email list and no longer want to be contacted by us, you have the right at any time to opt out. Please unsubscribe directly from our newsletter or contact us at info@composeralliance.org to update or delete your data.

Online Surveys: We use Google Forms as survey tool for collecting information from our stakeholders, members and participants. For more information about Google's services, read their [Terms of Service](#) and [Privacy Policy](#).

Social media: We use Facebook, Instagram, Twitter, LinkedIn and YouTube to communicate and interact with our audiences. For more information about their terms of service and privacy policies check [Facebook's Data Policy](#), [Instagram's Privacy Policy](#), [Twitter's Privacy Policy](#), [LinkedIn's Privacy Policy](#) and [YouTube's Privacy Policy](#).

Eventbrite: We use Eventbrite for the registration of participants of events organised by ECSA. If you register for an event, we will collect information like your email, name, job title and what organisation you are working for. The personal data collected is only used for the organisation and evaluation of the event you register for. For more information about Eventbrite's privacy policies, check [Eventbrite Privacy Policy](#).

Doodle: We sometimes use Doodle to coordinate meetings or group calls. For more information on how Doodle handles your data, check [Doodle's Privacy Policy](#).

Links: Our websites may include links to websites operated by third parties over which we have no control. Once you leave our websites, our Privacy Policy will not apply.

6. Where and how long does ECSA store my data?

ECSA stores personal data on the ECSA office's internal server to which only ECSA employees have access. We do not retain your personal data for longer than is necessary for our organisational purposes or legal requirements. If you take part in our activities or if you are a partner, we keep your information until you decide to revoke the permission to contact you. Regarding general dissemination of information about our activities, we retain your personal data for as long as you remain subscribed to our email lists and communication channels.

7. What are my rights regarding the data that ECSA has collected about me?

The new EU General Data Protection Regulation (GDPR) empowers EU citizens with certain rights that we are committed to guarantee:

- 1) **Right to information:** You may ask us for information about what personal data we are collecting and how we are processing it.
- 2) **Right to access:** You are entitled to view and request copies of your personal data that we have collected and processed.

3) **Right to rectification:** You may ask for modifications in your personal data, including incomplete data to be completed or incorrect data to be corrected.

4) **Right to withdraw consent:** You may change your mind regarding your data, and withdraw a previously given consent for processing your personal data for a specific purpose. Should you request it, we will stop the processing of the personal data that was based on the consent provided earlier, unless legal obligations prevent us from doing so.

5) **Right to object:** you may prohibit certain uses for your data.

6) **Right to object to automated processing:** You may object to automated processing. Using this right, you may ask for your requests to be reviewed manually.

7) **Right to erasure:** you may request that we delete all your personal data without undue delay. It is important to note that this is not an absolute right and depends on the retention schedule and retention period of some data in line with other applicable laws.

8) **Right for data portability:** You may ask us to transfer your personal data. As part of such request, you may ask for your personal data to be provided back or transferred to another organisation. When doing so, your personal data must be provided or transferred in a machine-readable electronic format.

If you wish to make use of your rights, please send a written request accompanied by proof of your identity to the following postal address: European Composer and Songwriter Alliance (ECSA), Avenue de la Toison d'Or 60C, 1060 Brussels, Belgium or to the following email address: info@composeralliance.org. We will respond within **72 hours** receipt of your request.

8. How can I raise a complaint?

We are a non-profit organisation registered in Belgium. If you would like to make a complaint about the way that we are handling your personal data or if you feel that ECSA has not addressed your concern in a satisfactory manner, you should contact the [Belgian Data Protection Authority](#).

Data Protection Authority (Belgium)
Rue de la Presse 35, 1000 Brussels
tel. +32 (0)2 274 48 00
fax. +32 (0)2 274 48 35

[contact\(at\)apd-gba.be](mailto:contact(at)apd-gba.be)

<https://www.dataprotectionauthority.be>

COOKIES

We take the protection of your privacy very seriously. Browsing this website, you accept the use of cookies according to the following cookies policy.

1. What are cookies?

Cookies are small text files which the websites a user visits send to the user's terminal (pc, tablet, smartphone, etc.), where they are memorised and sent back to the site from which they came the next time the same user visits the site. For further information, visit allaboutcookies.org

2. Types of cookies and their purposes

Cookies help us improve our site and provide a better service to you.

We use cookies to assess the performance of our websites. We retrieve statistics from our websites by letting [Google Analytics](#) track this information on our behalf.

The cookies used on this website are of the following types:

Functional cookies: Functional cookies are necessary for the technical operation of the website, such as the use of the search function. These cookies are necessary to improve use of the website, thus cannot be deactivated.

Analytical and performance cookies: With these cookies we can improve the functionality of the website, by remembering information that influences the behaviour and design of the website. These cookies allow us to make improvements to the website which will facilitate access by users and to prepare statistics. These cookies are not necessary for optimal use of the website and may therefore be deactivated. If you disable these cookies, it can lead to less targeted recommendations and a longer loading time.

Social media and third-party cookies: Social media cookies allow you to log in to your social networks or share content via social media. Third party cookies, the primary aim of which is analysis, mostly result from Google Analytics functions; for more information on Google Analytics go to: <http://www.google.it/intl/it/analytics>. To disable cookies and prevent Google Analytics from collecting browsing data, download the additional browser component for deactivation of Google Analytics by clicking on the following link: <https://tools.google.com/dlpage/gaoptout>. If you disable these cookies, certain social media features on the website may not work and you may see advertisements that are not relevant.

3. How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, some of our website features might not function as a result.