

## **FSMA Academy Privacy Policy**

### **Data privacy statement for participants, applicants and any other person contacting the FSMA about the FSMA Academy**

The Financial Services and Markets Authority (hereafter referred to as the 'FSMA' or 'we'), rue du Congrès 12-14, 1000 Brussels, registered with the Belgian Central Commercial Register under number 0544.279.965 is the data controller for the purposes of your personal data. The FSMA attaches great importance to protecting your data and ensures compliance with the European legislation on data protection (the General Data Protection Regulation, or 'GDPR') and the Belgian legislation on the protection of personal data.

The FSMA Academy's training programme (hereafter 'the training programme' or 'the FSMA Academy') is a project run by the FSMA as part of its mandate to serve the public interest. The sessions it offers are aimed at raising the awareness of professionals in the financial sector and cover the role of the FSMA and the rules that the FSMA is tasked with supervising.

This Privacy Policy (hereafter the 'Policy') provides an overview of the way in which the FSMA processes the personal data, in the course of managing the training programme, of (1) any individual who contacts the FSMA with questions, suggestions, comments or complaints about the FSMA Academy; (2) applicants and (3) participants in the FSMA Academy's programme (hereafter 'you'). The Policy also provides an overview of your rights in respect of your data and the measures put in place by the FSMA to protect the data.

This Privacy Policy should be read together with our Cookie Policy. For more information, please see our [Cookie Policy](#).

#### **1. WHAT PERSONAL DATA DO WE PROCESS, FOR WHAT PURPOSE AND ON WHAT LEGAL BASIS?**

We process the following data in the course of managing the FSMA Academy for the purposes set out below:

##### **(a) Handling the contact form for the FSMA Academy**

We process your data in order to handle and reply to your questions, complaints, comments or suggestions regarding the FSMA Academy.

When you contact us via the [contact form](#) available on our website, we process the data you provide us via the form, namely:

- Your identification details (surname and first name)
- Your contact details (email address and phone number) and potentially your work contact details, if you choose to provide your work email address or phone number
- Any other category of data you choose to provide in the open text box.

The legal basis for processing your data is the FSMA's exercise of its public interest mandates.

## **(b) Handling your application**

### *Evaluation of your application*

You may ask to take part in the FSMA Academy's training programme by registering via the 'FSMA Academy Application form' available on the FSMA's website.

You need to enter the following data on the application form (hereafter the 'Data').

- Identification details (surname, first name, sex, language)
- Your contact details (your email address and phone number) and potentially your work contact details, if you choose to provide your work email address or phone number.
- Work details (sector and job title)
- Any other type of data contained in your CV (such as data on your past work experience, your education and training history, your leisure time activities, your photo, etc.).

We will process the Data in order to evaluate your application and to communicate with you in this regard (in particular, to confirm that you have been selected to participate in the training programme). The sex (Mr/Ms/X) you indicate will be used only to enable us to use the correct salutation in our communications with you regarding the progress of your application.

The legal basis of this processing is a (pre-)contractual necessity. Without processing your Data, we would not be able to examine and, where applicable, handle your application.

### *Keeping you informed of upcoming FSMA Academy training programmes*

If your application is accepted and (1) you can attend the training programme or (2) you are placed on a waiting list (if a session is filled up), we may process your identification (surname and first name) and contact details (email address, personal and/or work) that you have provided via the application form in order to inform you of our upcoming FSMA Academy training programmes.

The legal basis for processing your Data is the FSMA's exercise of public interest mandates.

## **(c) Your participation in the FSMA Academy**

### *Providing the training*

After you submit your application, if you are selected to participate in the training programme, we will process your Data in order to provide the training (this means, among other things, managing the lists of participants and communicating with them, providing participants with a badge for use during the training sessions and issuing a certificate of attendance at the end of the training).

Your Data will be processed on the basis of contractual requirement. Without processing your Data, we would not be able to provide you with the FSMA Academy training programme.

### *Participation in the yearbook*

You have the option to appear in your cohort's yearbook, which contains the surnames, first names and contact details of the participants in the same training programme, with a view to enabling them to keep in touch after it is over. If you have indicated on the application form that you agree to your identification details (surname and first name) and contact details (email address and/or telephone number which you provided on the application form, and which may be your work contact details)

being included in the yearbook, we will process those data for the purposes of creating and sharing the yearbook (in paper and/or electronic format) with the participants in your training programme.

Your Data (surname, first name and the contact details you have chosen to provide) will be processed only with your consent.

#### *Use of testimonials and images for promotional purposes or to improve our training programmes*

We may ask you to provide us with a testimonial about your participation in the FSMA Academy. If you agree to share your testimonial (if you prefer, in the form of a video clip) on the website of the FSMA and/or its social media (in particular LinkedIn and X (formerly Twitter)), we will process the data needed to gather, use, adapt and disseminate to the public (all or part of) your testimonial (including in the form of a video clip), namely:

- Identification data (surname, first name)
- Work details (sector and job title)
- Where applicable, recordings of images/videos.

Moreover, we may take photos and/or videos of the FSMA Academy training sessions in order to share (all or part of) the images for promotional purposes on the FSMA website and/or on its social media (LinkedIn and X (formerly Twitter)).

The processing of those data (the use, adaptation, public dissemination and recording of photos and videos of you) is subject to your consent.

We may also record FSMA Academy training sessions for purposes of improving our training. In that case, we would film the speaker only. However, even if participants do not appear directly on the video, it is possible that the recording of the training include the audio of any questions that a participant asks a speaker.

If you ask the speaker an oral question during an FSMA Academy training session that is being recorded, you will be presumed to consent to your question being potentially recorded for purposes of improving our training. If you do not wish to give your consent, please pose your question to the speaker at the end of the training session (time will be made available for this purpose).

#### ***(d) Drawing up anonymous statistics***

If you contact us about the FSMA Academy, if you apply to or participate in the training programme, we may also process your Data afterwards in order to draw up anonymous statistics about the organization of the FSMA Academy for the purpose of improving our training programmes.

## **2. HOW LONG WILL WE STORE YOUR PERSONAL DATA?**

The FSMA will store your data only for the period necessary to achieve the above-mentioned purposes, and within the limits provided for by the law if it allows a longer period. More specifically, the following storage periods apply to the data processed by the FSMA for purposes of the organization of FSMA Academy training programmes:

**(a) Handling the contact form for the FSMA Academy:** we will store the data for 2 years as from the date of the last communication on our part.

**(b) Handling your application:** (1) *evaluation of your application*: your data (provided via the application form) are stored for 5 years after your registration; (2) *informing you of upcoming FSMA Academy training programmes*: your data (identification and contact) will be used for this purpose during a period of 2 years after your application or, where applicable, after the end of the training programme you have taken.

**(c) Handling your application:** (1) *provision of the training programme*: your data will be stored for 10 years after the end of the training; (2) *participation in the yearbook*: your data will be stored for 2 years; (3) *use of testimonials and images for promotional purposes*: the data are stored and used for a maximum of 5 years; (4) *recording training sessions for purposes of improving them*: your data will be stored for 3 years after they have been gathered.

Notwithstanding the above, the FSMA is subject to the Law of 24 June 1955 on the Archives of the Kingdom of Belgium, and certain data are therefore stored for a longer period as provided for in that Law for archival purposes, provided the appropriate guarantees have been given.

### **3. WITH WHOM DO WE SHARE YOUR DATA?**

The FSMA does not share your data with anyone other than with the service providers with which it works for the purpose of offering the FSMA Academy programme. These providers act solely on the FSMA's instructions, and their access to your data will be limited to what is strictly necessary to their tasks.

### **4. ARE YOUR DATA SHARED WITH ANYONE OUTSIDE THE EUROPEAN ECONOMIC AREA?**

The FSMA does not process any data outside the European Economic Area (EEA). However, it is possible that service providers who work for the FSMA may process personal data outside the EEA. Where this is the case, the FSMA ensures that an adequate level of protection of your data is guaranteed, for example by way of a decision on adequacy within the meaning of Article 45 of the GDPR for the country to which data are transmitted, by using standard contractual clauses within the meaning of Article 46, paragraph 2 of the GDPR or by way of other appropriate guarantees as provided for in Chapter V of GDPR.

If you would like more information about the transfer of your data by the FSMA outside the EEA, please contact the FSMA's data protection officer (DPO) (see contact details below).

### **5. USE OF THE MENTIMETER**

We have decided to use the Mentimeter application during the FSMA Academy training programmes in order to facilitate interaction with you by asking you questions and displaying your answers in real time.

Your use of Mentimeter is purely voluntary. If you choose to use Mentimeter, your IP address (or, if you connect to Internet via the FSMA guest WiFi network, the FSMA's IP address) will be shared with Mentimeter. Moreover, any personal data you may enter in the Mentimeter application yourself (e.g. by answering the questions asked by the speakers) will be shared with and processed by Mentimeter.

Please note that your use of the Mentimeter application will be governed by Mentimeter's contractual terms and conditions (available [here](#)) and, as regards the processing of your data, by its privacy policy

(available [here](#)), for which the FSMA is not responsible (the FSMA and Mentimeter are separate data controllers). We recommend that you read these attentively.

If you would like more information on the use of Mentimeter during the FSMA Academy's training programmes, please use the contact form available at [academy.fsma.be](https://academy.fsma.be).

## **6. WHAT SECURITY MEASURES HAVE BEEN PUT IN PLACE BY THE FSMA?**

The FSMA has put in place the necessary technical and organizational measures, taking into account the available technologies and the nature of the data to be protected and of the possible risks, in order to provide optimal protection against accidental or unlawful destruction, loss, alteration, unauthorized access or any other unlawful treatment of data.

## **7. WHAT ARE YOUR RIGHTS TO PRIVACY?**

Every person whose data are processed by the FSMA has the right to access his or her personal data, to have them rectified, erased or deleted, to object to the processing of his or her personal data, to ask for and limit the processing or to receive personal data about himself or herself in a structured, commonly used, machine-readable format. All these rights are subject to conditions and exceptions, as described in the [FSMA's general privacy policy](#). That policy describes the way your data are generally processed by the FSMA (outside of the specific context of the FSMA Academy), including the use of the FSMA's guest WiFi connection and the camera surveillance in effect within the FSMA's premises.

If you have any questions, comments or complaints regarding the protection of your personal data or wish to exercise your rights, please contact the FSMA's data protection officer (DPO) by sending a letter to the Financial Services and Markets Authority (FSMA) for the attention of the Data Protection Officer, rue du Congrès/Congresstraat 12-14, 1000 Brussels (Belgium) or an email to [dataprotection@fsma.be](mailto:dataprotection@fsma.be).

You also have the right to file a complaint with the supervisory authority, which in this case is the Data Protection Authority. A complaint may be filed by sending an email to [contact@apd-gba.be](mailto:contact@apd-gba.be) or a letter to the Data Protection Authority, rue de la Presse/Drukpersstraat 35, 1000 Brussels.

## **8. HOW CAN YOU BE UPDATED AS TO ANY AMENDMENTS TO THIS POLICY?**

This Policy may be amended in the future. You can always find the most recent version of our Policy on our website.

This Policy was last updated on 15 October 2024.

## **9. HOW CAN YOU CONTACT US?**

The FSMA has designated a Data Protection Officer (DPO), who is your point of contact for all questions or requests in connection with the processing of your data by the FSMA. If you have any questions or comments on this Policy, or if you wish to exercise your rights, please contact us by sending:

- an email to [dataprotection@fsma.be](mailto:dataprotection@fsma.be) or  
a letter to the Financial Services and Markets Authority (FSMA), for the attention of the Data Protection Officer, rue du Congrès/Congresstraat 12-14, 1000 Brussels (Belgium).