LuxDev
the protection of personal data
I. INTRODUCTION

In the context of the performance of its tasks, Lux-Development S.A. (hereinafter referred to as «LuxDev» or «we») collects and processes a number of personal data. LuxDev attaches paramount importance to the respect of privacy and the protection of the personal data of all persons concerned.

This is why we undertake to process your personal data securely and in compliance with the European Regulation of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter, the «GDPR») as well as with the applicable national law on the subject.

This information notice (or “privacy notice”) informs you about how we collect and process your personal information. We will detail the reasons (legal basis) for collecting your personal data, the purposes for which it is collected and the rights you have over your personal data and how you can exercise them.

II. PERSON RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA

LuxDev has been working for development cooperation for 40 years and is unquestionably an operational pillar of Luxembourg’s bilateral cooperation system. We act as data controller for all processing operations listed in this information notice. Lux-Development S.A. is a company incorporated under Luxembourg law with its registered office at 10 Rue de la Grève, 1643 Luxembourg, registered in the Trade and Companies Register under number B16123.

DATA PROTECTION OFFICER

LuxDev has appointed a Data Protection Officer (DPO) whom you may contact in order to exercise your rights (Chapter 6) and in case of questions or concerns regarding LuxDev’s personal data policies or practices. The DPO is assisted in his functions by a RGPD correspondent. You will find below the contact details.

DPO
Lux-Development S.A.
DPO
10, rue de la Grève
L-1643 Luxembourg
rgpd@luxdev.lu

III. USE OF YOUR PERSONAL DATA

WHEN YOU BROWSE OUR WEBSITE

As our website is intended to promote projects and programmes carried out by LuxDev, we work in collaboration with various partners and local authorities. However, this collaboration is of an editorial nature and has no impact on the way we process your personal data.

When you browse our website, we try to be as non-invasive as possible for your privacy. However, we do need some of your information to enable our website to function more efficiently and to be able to analyse its traffic. For this purpose, we apply certain cookies, which you can disable at any time. You can find more information about the cookies we set and how to disable them in our Cookie Management Policy.

Links to third party websites made available to you

When you browse our website, we may provide links to third party websites (such as Facebook for example). We would like to make it clear that we share these links for your convenience and that once you are redirected to these other sites, we no longer have any control over the personal data you transmit to them by visiting their site. These sites have their own privacy policy, which we recommend you read carefully before submitting personal information to them.
WHEN YOU VISIT OUR PREMISES

If you visit our premises, we ask you to register in a visitors’ log. The register is in paper format and contains the name and surname of the visitor, the date and time of the visit and the person visited.

The register is kept in a secure cabinet for one year and destroyed afterwards.

The processing of your personal data in this context is necessary for the purposes of LuxDev’s legitimate interests in order to guarantee the security of our staff (Article 6.1 (f) of the GDPR).

WHEN YOU ATTEND ONE OF OUR EVENTS

From time to time, LuxDev organises events with its partners in the framework of cooperation projects. In this context we maintain lists of participants with contact information. If photos are taken during the event, you will have the possibility to exercise your image rights.

All this information is stored on our servers hosted in Europe and deleted at the latest one month after the event in question.

The processing of your personal data in this context is necessary for the purposes of LuxDev’s legitimate interests in order to guarantee the security of our staff (Article 6.1 (f) of the GDPR).
VI. WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

You have a number of rights in relation to the processing of your personal data, which are detailed below:

YOUR RIGHT OF ACCESS

You have the right to request copies of your personal information from us. This is an (almost) absolute right: if you request it, we will give it to you. However, there are some exceptions; this means that you will not always receive all the information we process (the list of personal information that can be requested is given in Article 15 of the GDPR).

YOUR RIGHT TO RECTIFICATION

You have the right to ask us to correct information that you believe to be inaccurate. You also have the right to ask us to complete/update information that you consider incomplete. This is an absolute right: if you request it, we will make the change.

YOUR RIGHT TO ERASURE

You have the right to ask us to delete your personal information in certain circumstances. This is not an absolute right: if you request it, we may or may not erase the data, depending on the circumstances, all of which are specified in the GDPR (Article 16 GDPR).

YOUR RIGHT TO RESTRICT PROCESSING

You have the right to ask us to restrict the processing of your information, in certain circumstances (Article 18 GDPR).

YOUR RIGHT TO OBJECT TO PROCESSING

You have the right to object to processing if the processing is carried out on the basis of our claimed legitimate interests and you consider that any of the processing being carried out infringes your privacy or causes you undue harm.

YOUR RIGHT TO DATA PORTABILITY

You have the right to request that we transfer the information you have provided to us to another organisation, or that we provide it to you. This right only applies if we process information on the basis of your consent or in the course of negotiations for the conclusion of a contract, and the processing is automated.

YOUR RIGHT TO WITHDRAW YOUR CONSENT

Where the processing of your data is based on consent, you have the right to withdraw your consent at any time.

YOUR RIGHT TO COMPLAIN

You have the right to lodge a complaint with a supervisory authority (in particular in the EU Member State of your habitual residence, or place of work, or place of infringement) if you consider that the processing of your personal data violates applicable data protection legislation.

VII. HOW TO EXERCISE YOUR RIGHTS

If you have any queries regarding the processing of your personal data and the exercise of your rights, you can contact us using the contact details set out in section 2.1.

Any request you make to us to exercise your rights will not incur any further costs. We will also do our best to respond to your request within one month (this period may be extended by a further two months if the request requires extensive research or if we have to deal with a large volume of requests).

We ask you to indicate in your request the right you wish to exercise, the reasons for your request and to attach a copy of both sides of your identity card. The request should specify the address to which the reply should be sent.

If you wish to exercise your right to lodge a complaint with a supervisory authority, you may also contact the National Commission for Data Protection via its website at https://cnpd.public.lu or write to it at the following address:

National Commission for Data Protection
1, avenue du Rock’n’Roll
L-4361 Esch-sur-Alzette

VIII. UPDATES TO THIS PRIVACY NOTICE

We regularly review this privacy notice and, where appropriate, update it as our services and procedures and the use of personal data change. If we wish to use your personal data in a way that we have not yet identified, we will contact you to provide you with information about this and, if necessary, to ask for your consent.

We will update the date of this document whenever it changes.