**Here is the privacy disclaimer that has to be included into the registration forms for events. Please be careful to choose the right formulation in your message and to remove redundant phraseology explaining the matter – only phrases “in quotation marks and in red” are to be pasted into emails. It is crucial to remember that the rules regarding privacy and data protection that are applicable in any given case, can vary tremendously depending on what legal basis the VUB is processing this data – in turn influencing the rights the data subjects have. Because privacy law may seem incredibly complicated or needlessly tedious, please read this document carefully and, if you have any questions, feel free to contact us at** [**dpo@vub.be**](mailto:dpo@vub.be)**.**

**Mandatory to include into emails:**  
“This (event / campagne / subject) is organized by (relevant department / external partner) on behalf of the VUB (contact details for the event: [contact@vub.be](mailto:contact@vub.be) / [contact@externalpartner.be](mailto:contact@externalpartner.be)). In the context of this *campagne / subject,* the VUB acts as the controller of the processing of personal data.

The personal data that you provide us with, will only be used for this (event / campagne / subject) and, following its processing for this goal will be retained for a maximum period of (retention period) and will afterwards be deleted.*”*

**In case the processing of the personal data is based on the *consent* of the person involved (meaning there is *no* statutory, contractual, or ‘legitimate interest’-basis for the processing of the data), also add:**

“If you have consented hereto, your contact details can also be used for further communication purposes. You can manage your preferences *here* (link to the preference center).

All current privacy legislation is respected and you can exercise your rights of access, rectification, erasure and objection by emailing [dpo@vub.be](mailto:dpo@vub.be). If you have any further questions regarding privacy and data protection, please read the VUB’s privacy statement on http://www.vub.ac.be/en/privacy-statement or contact our Data Protection Officer via [dpo@vub.be](mailto:dpo@vub.be).

Formal complaints can be filed with the Belgian Privacy Authority, via [commission@privacycommission.be](mailto:commission@privacycommission.be).”

**Important note**  
Please note that there are significant differences between processing data completely anonymously, and forms of processing that are merely confidential, encrypted, or pseudonymous. These are differences that have important legal consequences and that can drastically change the rights and duties of those concerned. Similarly, the difference between the processing of data ‘first-hand’ (e.g. receiving data from someone directly and consensually) or its “*further processing*” (the data came from a pre-existing database of list of contact details) has significant legal consequences. We understand that privacy law may seem incredibly complicated and needlessly tedious, especially when you just want to send out an email or organize an event. If you have any questions, please take a look on https://ivp.vub.be/en/privacy/ (only accessible when on campus or through a VPN), or contact us with your questions or a request to make an appointment (through [dpo@vub.be](mailto:dpo@vub.be)).