

ENRF PRIVACY POLICY

This ENRF Privacy Policy sets out how ENRF uses and protects any information that you provide us through email or any other contacts, or by visiting the ENRF Website. The ENRF is committed to respecting the privacy of its contacts and visitors to its website – <u>www.enrf.eu</u>

Data Collected

The personal data collected by the ENRF might include your name, address, phone number, email address, country, job title, place of employment, and similar information of the additional contact persons from your organisation. These are only used to process your questions efficiently, and to maintain a database enabling us to contact you whenever needed, and keep you updated with ENRF news, press releases, events, and any other information that may be of interest to you.

It might also include, more exceptionally, and more in the scope of ENRF activities, financial details such as bank account, and/or credit card information, for reimbursement or travel purposes, and/or in the context of economic resources (Financial contribution from EFN Members, donations, etc.).

Your information is treated with the utmost confidentiality and will never be passed on (or sell) to any third parties, unless you provide your consent or if we are required by law to do so, knowing that we are legally required to hold some types of information to fulfil our legal and financial obligations.

The time your data is kept

The ENRF only keeps your personal information on its systems for as long as is necessary for the relevant activities linked to the ENRF objectives and mission. You can unsubscribe at any time from receiving ENRF emails/information.

Your rights

In accordance with the <u>General Data Protection Regulation</u>, you have the right to request information about ENRF use of your information or opt out of certain uses.

You can inform the us on whether or not you wish to receive information from us. If you do not want to receive direct communications from us about the ENRF work, please contact us by email at <u>enrf@enrf.eu</u>.

If you believe that any information we are holding about you is incorrect or incomplete, please contact us as soon as possible at <u>enrf@enrf.eu</u>. We will take appropriate steps to correct it.

ENRF Website

When you visit the ENRF website we store information related to your behaviour based on your IP address: the pages you visit, the time spent on the pages and the location. The ENRF may collect certain personal data such as name, address, organisation and e-mail address through the contact form on ENRF website.

The ENRF website contains links to other websites. This privacy policy only applies to the ENRF website. The other websites linked by the ENRF website may have different privacy policies. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such websites. Therefore, we highly recommend that you read and understand the privacy policy of each website.

If you connect to ENRF website from a third-party website, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party website and recommend that you check their privacy policy.

Also, the ENRF depends on third parties to host, and provide technical support for its website and servers. In the context of these services, these third parties may have access to the personal data processed by ENRF through the website.

Amendment of the Privacy Policy

The ENRF reserves the right to amend this Privacy Policy in order to comply with applicable privacy laws.

Please contact the European Nursing Research Foundation (ENRF) for any questions or details on this issue. Email: <u>enrf@enrf.eu</u> or Tel: +32 (0)2 511 34 84.

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