

Privacy Statement

Hello fellow traveler,

Because not everyone likes to read privacy statements, this paragraph gives you the gist in a few words. This document is a standard privacy statement as can be found anywhere on the web. The only ENCOD specific adjustments are available on this page.

On the GA of 2017 this document was thought about and agreed upon. One thing we thought that was of great importance to note here is that we intend to use Google's tools such as 'Drive' and 'Gmail' to hold our administration and do ENCOD's work. This involves transferring the data that you gave to use to contact you to their servers. We do our utmost to protect your privacy but we cannot be responsible under every unforeseen circumstance of this transferring.

Another thing we agreed upon was that we would not have an online member administration, that is, the whole of your personal data combined with that of other members, put online in one place. This, we agreed, we will do offline, in a secured database, with one main editor: the Treasurer. Two other persons of the board of ENCOD will receive a copy every month for security reasons.

So, to be clear:

We use third party services to facilitate your communication with us. This service might store your communication on their servers.

That's it! From here on down, it's yada yada yada, enjoy!

The start

This privacy policy (the “Privacy Policy”) is intended to inform you of the policies and procedures of ENCOD (European Coalition for Just and Effective Drug Policies) hereafter referred to as “ENCOD”, “we,” or “us”) and its affiliates. We take the privacy and protection of your Personal Information (as defined below) very seriously. We may collect Personal Information from you in accordance with the terms of this Privacy Policy when you visit websites operated by ENCOD (the “Websites”) communicate with us and/or become a member.

The purpose of this Privacy Policy is to inform you of the procedures regarding the collection, use and disclosure of information on the ENCOD websites, including any mobile versions or related mobile applications, collectively called ENCOD Sites, accessible on: www.encod.org & <https://cannabis-social-clubs.eu>.

ENCOD encourages you to carefully read this Privacy Policy.

By visiting the ENCOD Sites and providing information to ENCOD, you acknowledge that you have been informed and you consent to the Privacy Policy, including with regard to ENCOD’s collection, use and disclosure of personal information which may be collected when you subscribe to ENCODS email alerts and newsletters, when you register for ENCOD membership events and trainings, or when you ask for any other products and services provided by ENCOD. If you do not wish your personal information to be used by ENCOD in the manner set out in this Privacy Policy, please do not provide us this information.

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Definitions

“Account” means an account on the websites of ENCOD.

“Anonymous Information” means information not associated with or linked to your Personal Information; Anonymous Information does not permit the identification of individuals.

“ED Requests” means a request for an equivalency determination.

“Personal Information” means your contact information, including, but not limited to, your name, mailing address, telephone number, email address and any other non-public information that is associated with your contact information.

“Services” means the services we offer through the Websites

"Law" means the law of Belgium.

Privacy Policy

“Privacy Policy” means the Company's policy regarding privacy, set out on our Web site, as amended from time to time;

Visitor consent

By visiting our Websites and using any of the Services available through the Websites, you expressly consent to the processing of your Personal Information according to this Privacy Policy. Your Personal Information may be processed in the country where it was collected as well as in countries where privacy laws may be less stringent, including the United States. By using the Services or submitting Personal Information through the Services, you are expressly consenting to such processes. To the extent you provide Personal Information about a named person or entity that is not a current user of our Services, you represent that you have that person or entity's consent to do so.

General security

ENCOD takes commercially reasonable physical, electronic, and managerial precautions to prevent the loss and misuse of Personal Information under our control. No company or entity, including ENCOD, can fully eliminate the risks associated with gathering Personal Information on our Websites (please see our Terms of Use for more information).

Personal information we collect

We collect the following Personal Information that you voluntarily submit to us:

- When we create an Account, we collect your name, the username and password that you choose, the primary email address you provide to us, and any other information you choose to affiliate with your Account;
- When we enter any information, including Personal Information, into any posting or comments within the Services, we will collect such information;
- When you respond to one of our surveys, we will collect any information contained in such survey responses;
- When you leave us feedback or request support, we will collect any information that is contained in your feedback or support request; and
- When you contact us by sending us an email, we will collect your email address and any information contained in the email you send us.

In addition to their name, title, and email address, organisational members registered with ENCOD are also required to provide us with their organisation's name, and contact information. We retain this information so that we can track member requests to completion, facilitate customer service requests and inform clients of important changes to our program.

From time to time, ENCOD receives Personal Information about you via offline sources like telephone or fax. We may use this in combination with information collected online in order to improve the Services.

Members

Data you submit about third parties

If you choose to refer an NGO entity to us, you will provide information about such third party through the Services, such as the third party's name and email address. If the third party registers with us, such third party will become a user of the Services and subject to the terms and conditions of this Privacy Policy. If the third party does not register for the Services, we may retain information about such third party and will protect any Personal Information provided in accordance with this Privacy Policy.

Information we collect via technology

When you access any part of our Websites, our web server software automatically logs information provided by your network connection and web browser software, including the Internet Protocol (IP) address of your network connection and the type of web browser and operating system that you are using. Our web server may also log the URL of the file that you are requesting, the current date and time, and the URL of the last web page requested by your web browser.

We may utilise cookies on our Websites to store your login information (if any) and your personal preferences for the Services. We may use both session cookies (which expire once you close your browser) and persistent cookies (which stay on your computer until you delete them).

We may utilise Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses cookies to gather information relating to the usage of our websites. The information generated by cookies (including IP addresses) is transmitted to and stored on Google servers. This information may then be analysed and compiled into reports on website activity. Google may also transfer this information to third parties where required to do so by law, or where said third parties process the information on Google’s behalf. Google will not associate any data gathered from our Websites with any other data held by Google.

You have the option of disabling or not accepting cookies by changing the preferences in your web browser. If you opt to disable cookies, you will still be able to access our Websites, but you may not be able to use certain features of the websites, including placing ED Requests.

Use of information we collect

In general, we use Personal Information you submit to us to provide the Services to you, respond to requests you make, improve the Services, and offer you additional information, opportunities, and functionality. We may also use your Personal Information to provide you with updates about the Services. None of the Personal Information we collect will be shared with third parties without your express authorisation.

If you provide feedback to us, we may use and disclose such feedback for any purpose, provided we will not associate such feedback with your Personal Information. We will collect any information contained in such communication and will treat any Personal Information included in such communication in accordance with this Privacy Policy.

We may create Anonymous Information records from Personal Information by excluding information that makes the Personal Information personally identifiable to you. We may use this Anonymous Information to learn more about how visitors use our Websites, to analyse trends, to administer the site, to track visitor movement, and to gather general demographic information for reporting purposes.

Your choices regarding your personal information

ENCOD regularly sends newsletters and promotional communications to (a) let you know about new features or changes to our Services, (b) offer you opportunities to participate in special promotions, events, and surveys, and (c) notify you about services offered by outside partner organisations. These emails will originate from ENCOD or its affiliates. You may choose to opt-out from receiving such communications by following the unsubscribe instructions provided in the communication or by editing your communication preferences in your Account.

You may also occasionally receive administrative site and service announcement updates via email (such as, but not limited to, notice that we have changed the Services or the Privacy Policy) when we believe necessary. You may not opt-out from these announcements (which are not promotional in nature), as they contain important information about changes to our Services. If you do not wish to receive these announcements, you have the option to cancel your organisation's ENCOD membership or remove yourself as a contact for your organisation's ENCOD membership. You understand that any such termination of your Account information may involve deletion of your Personal Information from our live databases. We will not have any liability whatsoever to you for any termination of your Account or related deletion of your information.

Note that in some cases, you may request that we delete your Personal Information, but we may be required (by law or otherwise) to keep this information and not delete it (or to keep this information for a certain time, in which case we will comply with your request only after we have fulfilled such requirements). When we delete information that we have collected from or about you, it will be deleted from our active databases but may remain in our archives.

How to change your information

If you would like to change any of your Personal Information in your ENCOD Account, you can use the "My account" link from your ENCOD homepage or you can send a request to change, correct, or remove information to: office@encod.org

If you believe that any of the information contained in an organisation record on ENCOD is incorrect, you should contact ENCOD via email at: office@encod.org.

Disclosing information to third parties

We may share Anonymous Information with our partners, sponsors, and donors. For example, we may share Anonymous Information about individual organisations where it is necessary to secure funding to ensure the continued availability of our services or to develop outreach programs with our partners. Except as otherwise stated in this Privacy Policy, we do not disclose to or share your Personal Information with third parties, unless you ask or authorise us to do so.

We may share some or all of your Personal Information with our ED partner affiliates, and will require our affiliates to honour this Privacy Policy when dealing with any Personal Information shared by ENCOD . Your choices regarding such sharing of information are set forth in the section entitled “Your choices regarding your personal information.” If our organisation or all or a portion of our assets are acquired by another company, your Personal Information will likely be among the assets transferred. You acknowledge that such transfers may occur, and that any acquirer of ENCOD or its assets may continue to use your Personal Information as set forth in this Privacy Policy. If such a transfer should occur, you will have the option to terminate your ENCOD membership. You otherwise consent to ENCOD sharing your Personal Information under the above circumstances.

We may (and you authorise us to) disclose Personal Information we collect from you if we believe in good faith that such disclosure is necessary to (a) comply with relevant laws or to respond to subpoenas or warrants served on us, (b) enforce any agreement we may have entered into with you and to enforce the Privacy Policy, or (c) protect and defend the rights or property of ENCOD , other users of the Websites, or third parties.

Links to outside websites

This Privacy Policy applies solely to information collected through the Websites. Our Websites may contain links to outside websites for your convenience, and such links do not signify our endorsement of such websites or their contents. ENCOD has no control over, does not review and is not responsible for the privacy practices of or content displayed on other websites. We encourage our visitors to be aware when they leave our Websites and to read the privacy policies of each and every third party website that collects information from you.

Law

The document is written under the jurisdiction of the laws of Belgium, in force from time to time, and shall include (without prejudice to generality of the foregoing) all

criminal law, laws relating to intellectual property and all laws, rules and/or regulations relating to the publication or transmission of information or data in electronic form. References to "Law" shall be construed accordingly;

Contact us

ENCOD

Email: office@encod.org

Privacy policy updates

This Privacy Policy is subject to periodic occasional revision. If we make material changes to this Privacy Policy, we will notify you through the Website or, if you have provided your email address, by email. You agree that such amended Privacy Policy will be effective thirty (30) days after being posted or sent to you, and your continued access to the Websites or use of the Services after such time shall constitute your acceptance of the amended Privacy Policy.

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