



FIVE QUESTIONS ABOUT THE MUSEUM PRESCRIPTION AND MY PRIVACY

Explanation: this document informs you about how your data will be collected and managed if you decide to visit a museum with a medical prescription.

WHO IS RESPONSIBLE FOR MANAGING MY MUSEUM PRESCRIPTION DATA?

The City of Brussels is responsible for processing your data. The City of Brussels shall guarantee confidentiality and obligations in terms of privacy (for example: answering your requests for rights, keeping you informed, ensuring the deletion of data, etc.)

WHAT DATA WILL BE USED BY THE CITY, WHY AND FOR HOW LONG?

What?	Why?	How long?
The data on your museum prescription (surname, first name, name of accompanying person, name of the museum).	In order to gain free access to the museum, obtain your consent and organise your visit.	Until the end of your participation.
Proof of your visit.	In order to fulfil our accounting obligations.	The legal retention period for accounting documents is seven years.
Anonymous feedback.	In order to evaluate the effectiveness of the project.	Regarding any feedback on the project, there will be no mention of the participants, this is purely anonymous feedback.

Who else apart from the City of Brussels will have access to my data?

The data will be used only by the City's employees working on this project.

Your doctor will not have access to the data used for your museum prescription.

WHAT ARE MY RIGHTS?

- **The right to withdraw your consent:** you can ask to withdraw your participation from the project
- **The right of access:** you can ask to see your data
- **The right of rectification:** you can ask for your data to be corrected
- **The right to erasure:** you can ask for your data to be deleted
- **The right to object:** you can ask us to stop using your data
- **The right to restrict processing:** you can ask us to suspend the use of your data
- **The right to portability of your data:** you can ask to receive your data in a readable format
- **The right not to be subject to an automated decision:** the City of Brussels does not make automated decisions

Please note, in some cases we will not be able to respond to your request without cancelling your participation in the project. In other cases, we will not be able to respond to your request due to legal retention requirements.

TO WHOM CAN I ADDRESS MY QUESTIONS?

Initially, you can address your questions to the Culture Department of the City of Brussels: cjls.culturesecretariat@brucity.be

You can also exercise your rights by directly contacting privacy@brucity.be. Please note, we will ask you for a copy of the front of your identity card in order to verify your identity. This copy will only be kept for one year after your request.

You can also address your complaints and questions to the competent authority:

the Autorité de la Protection des Données (Data Protection Authority - DPA).

DPA online form: <https://www.autoriteprotectiondonnees.be>

DPA telephone no: +32 (0)2 274 48 00

+32 (0)2 274 48 35