

Museum
Leuven

M LEUVEN

PRIVACY

Introduction

This privacy statement is a supplement to the **general privacy statement of the city of Leuven**. In the event of any contradiction or differences in interpretation between the various language versions of this document, the Dutch-language version shall prevail.

Unless otherwise stipulated, this privacy policy applies to all the products, services, websites, and apps provided by M-Museum Leuven (hereinafter 'M'). The term 'information' in this privacy policy refers to the details that we collect through our services, such as responses to surveys, information gathered through forms, or information submitted through websites that we host: all this information is yours. Personal information, or simply information, refers to information about your person that we collect and process.

Below is an overview of the content of this privacy policy. Click on the links to read the specific information concerning each service:

- **Website**
- **E-tickets**
- **Newsletters**
- **Invitations**
- **CRM**
- **M-bassadors**
- **M-aecenases**
- **M-LIFE**
- **M Leuven app**
- **Touchscreen in the museum hall**
- **Social media**
- **Surveys**
- **Job applications**
- **Changes to this privacy policy**
- **Consulting, changing, and deleting information**
- **Making a complaint**

Autonomo Gemeentebedrijf Museum

M Leuven

Vanderkelenstraat 28

3000 Leuven

BTW BE0896.728.376

+32 (0)16 27 29 29

Contact: privacy@mleuven.be

Date protection officer: informatieveiligheid@interleuven.be

1 Website

1.1 M Websites Terms and Conditions

1. These terms and conditions apply to the website www.mleuven.be and all other websites that are published by or on behalf of M. M reserves the right to alter these terms and conditions at any time without prior notice.
2. These terms and conditions are subject to Belgian law. Disputes concerning the use of the website can only be submitted to the competent judge in Leuven.
3. This website is written and updated with the greatest possible care. M accepts no responsibility whatsoever for the use of the website. M does not guarantee that the website is free of viruses, nor that the website will be available at all times and operate faultlessly.
4. M is not responsible for hyperlinks from this website to websites of third parties. The presence of such hyperlinks in no way implies that M has any associations or links to the organization in question, nor that M supports or endorses the content of the websites in question.
5. It is permitted to place hyperlinks to our website on your website. The framing of pages from this website on your website is, however, not permitted.
6. All images and texts on this website that are not explicitly in the public domain are copyrighted by M as the copyright holder to the photographic materials, and in relevant cases to the photographs themselves. The fact that this website contains images and texts does not imply that M is in all cases authorized to provide licenses for the further publication or reproduction of these materials.
7. The brands, trademarks and logos of M are protected under trademark law. Unauthorized use of these logos and brands is forbidden.
8. In cases of inconsistency between the text of these general terms and conditions and the specific terms and conditions, the specific terms and conditions take precedence.

1.2 How is information gathered?

1.2.1 General

1. M takes great care with the collection and processing of the personal information of users of our website. The M website is consciously designed to protect your privacy to the greatest possible extent.
2. In the event that you indicate via a website (published by or on behalf of M) that you wish to receive information via email, you agree that M will occasionally inform you about the activities and services that M and its partners provide. At all times, you will have the possibility to indicate that you would not like to receive further information. In the event that you do not wish to receive any more information from M, you can deregister at any time

using the link in our e-newsletters. M will never share your information with third parties without your explicit consent. In exceptional cases, M may appeal to third parties to provide certain services. In such cases, certain information (e.g. country, duration of website visit, etc.) will be communicated to third parties. This will only occur for the stated purpose and the third parties in questions shall treat the information as confidentially as M does.

3. M does not collect names, addresses, telephone numbers or other information unless the website visitors voluntarily supply this information via one of the web forms. You can use web forms, for example, to request an estimate or to register for an activity or respond to a call (e.g. 'collectors wanted'). This information is collected in order to prepare and execute a contract or service. The information will only be used for the stated purpose, unless you indicate otherwise (for example by registering for a newsletter). M will not retain this information for any longer than necessary for the purposes for which it is intended.

1.2.2 Web forms

Information can be collected on the M website through seven different kinds of forms:

1. Registration for a newsletter
 - Information such as name, surname, email address, etc.
 - Additional information such as interests (e.g. old masters, contemporary art, family events, etc.)
 - Purpose of the information gathering: advertisements, direct marketing and profiling
 - Juridical basis of the information gathering: unambiguous permission from the person in question
2. Registration for activities
 - Information such as name, surname, email address, etc.
 - Additional information such as the day and/or hour of the activity, possible interest in the newsletter, number of participants, remarks/questions, etc.
 - Purpose of the information gathering: provision of service
 - Juridical basis of the information gathering: to prepare and execute a contract or service
3. Registration for family activities
 - Information such as name, surname, email address, etc.
 - Additional information such as the day and/or hour of the activity, remarks/questions, number of adults, number of children, etc.
 - Purpose of the information gathering: provision of service
 - Juridical basis of the information gathering: to prepare and execute a contract or service

4. Registration of activities for M-bassadors

- Information such as name, surname, email address, etc.
- Additional information such as the day and/or hour of the activity, remarks/questions, number of participants, etc.
- Purpose of the information gathering: provision of service
- Juridical basis of the information gathering: to prepare and execute a contract or service

5. Registration of activities for M-art patrons

- Information such as name, surname, email address, etc.
- Additional information such as the day and/or hour of the activity, accompaniment by partner, etc.
- Purpose of the information gathering: provision of service
- Juridical basis of the information gathering: to prepare and execute a contract or service

6. Requesting an estimate

- Information such as the name of the organization, the address of the organization, etc.
- Additional information such as the date of the event, the number of invitees, the type of event, etc.
- Purpose of the information gathering: provision of service
- Juridical basis of the information gathering: to prepare and execute a contract or service

7. Requests regarding personal information

- Information such as name, surname, email address, telephone number, etc. to verify your identity
- Requests to consult, change, or delete your information
- Purpose of the information gathering: execution of the rights of the relevant party
- Juridical basis of the information gathering: execution of legal obligations
- In the event that a request to delete all personal information is submitted, this information will likewise be deleted

You can submit a request at any time to consult, change or delete your information [here](#).

2 E-tickets

In order to buy an online ticket, you need to make a (personal) account. Through your account, you can buy tickets for activities organized by M, but also tickets organized by our partners: the City of Leuven - 30CC, the City of Leuven – The Leuven Tourist Office, KU Leuven University Library and the City of Leuven – Park Abbey. Your information is not public, but it is visible to these partners. M will not communicate this information to these partners without your explicit consent. Through your account, you can buy a museum ticket online and/or a membership to M.

1. Buying an e-ticket (at M) is subject to the general terms and conditions of M. If you buy a ticket online, you will provide M with one or more of the following (personal) details.

- Information: title, name, surname, sex, date of birth, telephone number, mobile phone number, email address, country.
 - Additional information: interest in the newsletter, museum visit, e-tickets.
 - Purpose of the information gathering: sale of e-ticket
 - Juridical basis of the information gathering: to prepare and execute a contract or service.
2. The online sale of an M-bassador membership is subject to the general terms and conditions of M. If you buy a membership online, you will provide M with one or more of the following (personal) details.
- Information: title, name, surname, sex, date of birth, telephone number, mobile phone number, email address, country.
 - Additional information: start date of the membership, type of membership, membership formula.
 - Purpose of the information gathering: sale of membership
 - Juridical basis of the information gathering: to prepare and execute a contract or service.

3 Newsletters

Via the website, you can register for one or more of our newsletters. Registrations for e-newsletters are exclusively saved in the CRM system and the newsletter system and are only used for the e-newsletter for which the reservation occurred. Via a link at the bottom of the e-newsletter, you can change your profile and/or preferences at all times or deregister.

4 Invitations

M sends members of its network invitations to the opening of each of its exhibitions. Just like with newsletters, you can change your profile and/or preferences or unsubscribe at any time.

5 CRM

M uses two different CRM systems. Data collected through e-tickets and M-bassador memberships are saved in CRM system A. All other information saved, for example, for professional contact, e-newsletters, room rentals, etc. is saved in CRM system B. Your preferences are carefully recorded in both systems, such as your title, language, newsletters, contact preferences (e.g. professional contact of the department of Contemporary Art), etc.

M will not save your information without your explicit consent. Your information will not be sent to third parties without your explicit consent. In exceptional cases, M may appeal to third parties to provide certain services. In such cases, certain information will be communicated to third parties. This will only occur for the stated purpose and the third parties in question shall treat the information as confidentially as M does.

You can submit a request at any time to consult, change or delete your information via [our website](#).

6 M-bassadors

As an M-bassador you are a member of M and can enjoy numerous **benefits**. To this end, we store your data in the CRM system. When you become a member, you give M one or more of the following (personal) details.

- Data: form of address, first name, surname, sex, date of birth, photo, telephone number, mobile phone number, email address, address, country of residence
- Other information: membership start date, type of membership, membership formula and associated information such as the name of your partner/children
- Purpose of the information gathering: processing membership
- Juridical basis of the information gathering: to prepare or implement an agreement or service

Permission to:

- Store personal data and (possibly) a photograph
- Send monthly e-newsletters
- Send sporadic communications via email during the term of the membership and up to 1 year after the membership has expired* (communications concerning the membership, such as surveys, deals, etc.; invitations to special events such as exhibition openings, Friends of M Days, exclusive lectures, etc.)
- Send sporadic communications via post during the term of the membership and up to 1 year after the membership has expired* (invitations, M publications, deals, etc.)

7 M-aecenases

As a M-aecenase you are a member of M and can enjoy numerous **benefits**, you can meet other art lovers and furthermore, you contribute to building the future of M. To this end, we store your data in the CRM system. When you become a member, you give M one or more of the following (personal) details.

- Data: form of address, first name, surname, sex, date of birth, photo, telephone number, mobile phone number, email address, address, country of residence
- Other information: membership start date, type of membership, membership formula and associated information such as the name of your partner
- Purpose of the information gathering: processing membership
- Juridical basis of the information gathering: to prepare or implement an agreement or service

Permission to:

- Store personal data and (possibly) a photograph
- Send monthly e-newsletters
- Send sporadic communications via email during the term of the membership and up to 1 year after the membership has expired* (communications concerning the membership, such as surveys, deals, etc.; invitations to special events such as exhibition openings, Friends of M Days, exclusive lectures, etc.)
- Send sporadic communications via post during the term of the membership and up to 1 year after the membership has expired* (invitations, M publications, deals, etc.)

*If your membership has expired and you no longer wish to receive these communications, you can simply unsubscribe using the link in every mail.

8 M-LIFE

M-LIFE is M's Museum Fund. A donation to M-LIFE, however big or small, contributes to guaranteeing the future of various projects at M and M's general operations. Donations can be made via bank transfer or online – via the King Baudouin Foundation (hereinafter KBS) – or online, on our M-LIFE website. More information about how the KBS manages your data is available in their privacy policy. If you make a donation via www.m-life.be, your data will be stored in M's CRM system. To complete the transaction, your data will also be sent to the KBS and the KBC because they manage all incoming donations and ensure the correct processing of payments and issuing tax deduction forms.

If you make a donation via www.m-life.be, you give M one or more of the following (personal) details.

- > Data: first name, surname, sex, email address, country of residence
- > Additional information: date of the donation, the amount donated, the project you chose to support, interest in the newsletter
- > Purpose of the information gathering: processing your donation and keeping you informed about the project that you chose to support
- > Juridical basis of the information gathering: unambiguous assent of the relevant party

Permission to:

- > Send sporadic information concerning M-LIFE and/or the project supported such as e.g. achievements made thanks to donations, new projects, etc. (per post and/or email)
- > Send the monthly e-newsletter (with your explicit permission to do so)

9 M Leuven app

During your visit to M, you can make use of our audio guides, but M also offers the possibility to install the M Leuven app. Using the app, you can follow pre-programmed tours of the museum, and you can design your own tour or discover the works around you using Bluetooth and your location information. You can also use the app to create a profile. Using your personal profile, you can save your favourite works, share creations that you have made (*memes*) on social media, etc. You can delete your profile at any time by submitting a request via our website.

10 Touchscreen

In one of our museum rooms, you can explore your own creative talents. A large touchscreen not only provides information about the ninety works in the room itself, but also allows you to experiment as a curator. You can select a theme and a period, select works, and arrange them however you want. You can thus experience what changes when objects are combined in different ways. You can send your creation to yourself by entering your email address. Your email address will only be used to send the artwork arrangement you have created to you. Your email address will not be used for any other purpose and will be deleted after two days.

11 Social media

Our services may include buttons to promote pages or share pages on the social networks **Twitter**, **Facebook**, **Instagram** and **YouTube**. These buttons are created using code provided by the networks themselves. Among other things, this code uses a cookie (see above). Please consult the privacy policies of these networks (which may be updated regularly) to see how they use your information that they collect through this code.

12 Surveys

When you book a guided tour, we will send you an email a few days after the tour inviting you to complete a survey if you so wish. This is an opportunity for you to tell us more about your experience at the museum: what you thought of the exhibition, the guide and/or the collection presentation, what you liked, what could be improved, etc. We are very grateful for all forms of feedback. The personal information that you fill in during the survey will not be stored. It is possible that your anonymous feedback will be used in our annual report.

13 Applying for a Job

When you apply for a job at M Leuven, we always treat your personal information confidentially and in accordance with the European General Data Protection Regulation ('GDPR').

13.1 How does M Leuven obtain my personal data?

For your application at M Leuven, we only collect general personal data (name, address, telephone number, email address and national registration number). We need this information for your application and you provide it to us, e.g. through the application form. We do not keep sensitive personal data (information about sexual orientation, ethnic origin, religion, political beliefs, etc.).

13.2 What is my personal data used for?

We only use your personal data for your application at M Leuven. Specifically, we use your personal data for 5 matters:

- 1. Your assessment** With your data, we can determine your profile and assess whether you are suitable for the position. We use, among other things, the results of tests that we administer to you.
- 2. Your relationship with your employer** If you start at M Leuven, we use your data for administration, such as personnel management, payroll processing, workplace well-being, occupational medicine (medical examinations), etc.
- 3. Subsidies** We use the data to apply for subsidies, such as social security reductions, withholding tax exemptions, and premiums.

4. Legal obligations We need your data to comply with legal obligations, such as correct personal identification, application of labor, tax and social security legislation, combating fraud, illegal employment and terrorism, and the application of national and international sanctions legislation.

5. Applicant database We include your data in our database of applicants. We search this database to find suitable candidates.

If we want to use your data for anything else, we will first ask for your permission. You can withdraw this consent at any time.

13.3 What personal data do we process about you?

We process, among other things:

- Name, address, email address, telephone number and other contact details
- Place and date of birth, gender, marital status
- Nationality and, if necessary, proof of identity, work permit and residence document (verification required based on legislation on the employment of foreign workers)
- NISS number (as a unique identification number in our IT systems and in the context of mandatory declarations to and contacts with various government agencies)
- CV, motivation letter, information about education/diplomas and work experience, publicly disclosed data (including social media), information you provide to us during (job) interviews
- Results of tests/assessments you have done with us
- Other data that may be relevant in the context of assessing your suitability as a candidate, such as certificates and references (only with your permission)
- Evaluations of your knowledge, skills, attitude, etc.
- Criminal record extract

13.4 Will my data be passed on to others?

We do not pass your data on to others, unless it is necessary for your application. We enter into an agreement with organizations that process your data on behalf of M Leuven, e.g. with recruitment agencies with which we collaborate for certain selection procedures. This ensures that they also handle your data safely and confidentially. M Leuven remains responsible for the processing of your personal data.

13.5 How long will my personal data be kept?

We do not keep your data **longer than necessary** for the purpose for which we received it. We keep applicants' data for 3 years after the end of the application procedure, after which personal data is deleted.

14 Changes to this privacy policy

Whenever our website changes, we will necessarily have to change our privacy policy. Please check the date (mentioned in the header) and check regularly to see if there are newer versions of **this webpage**. The latest version was uploaded on 25.02.2025.

15 Consulting, changing, and deleting information

If you have any questions or wish to know which information we have collected about you, you can contact us at any time via **this webpage**.

You have the following rights:

- To receive a comprehensive survey of the personal information about you that we have and what we do with it
- To consult the precise information that we have
- To correct any mistakes in this information
- To delete this information
- To withdraw your consent
- To make a complaint about any particular use of your information

It is very important that you clearly inform us about who you are so that we do not change or delete the wrong person's information. If we are unable to identify you, we will not be able to comply with your request.

16 Making a complaint

If you do not think that we have helped or assisted you in the correct way, please contact us directly (see the contact information at the top of this page). You have the right at all times to make a complaint to the Flemish Supervisory Commission.

Flemish Supervisory Commission

Koning Albert II - Laan 15

1210 Brussel

tel: +32 (0)2 553 50 47

contact@toezichtcommissie.be

<https://overheid.vlaanderen.be/digitale-overheid/vlaamse-toezichtcommissie>