



Privacy policy



Federal Mediation Commission

Privacy Policy of the Federal Mediation Commission

Within the framework of its legal tasks, the Federal Mediation Commission collects a number of personal data. This privacy policy defines how these data are collected, stored, and used. It also clarifies your rights.

What you need to know

1. Who is responsible for your data?

The Federal Mediation Commission is part of the Federal Public Service Justice and is located in Brussels, Simon Bolivarlaan 30 (WTC III building).

Based on its legal tasks, as set out in Article 1727 of the Judicial Code, the Federal Mediation Commission stores personal data.

2. What personal data do we collect about you?

As mentioned above, your personal data are collected, stored, and used by the Federal Mediation Commission within the framework of its legal tasks.

Depending on the type of request, these data may include:

| Type of request | Type of personal data stored |
|--|--|
| Applications for accreditation as a mediator / continuing education files / re-accreditation after removal | Name, first name, date and place of birth Email address Office address and private address (if provided) Office phone number and mobile number (if provided) Extract from the criminal record Diplomas and profession Completed basic training and/or continuing education |
| Application for accreditation of a training institution | CV of speakers Training programme Name, first name, email address and phone number (if provided) of the contact person |
| Requests via the website contact form or direct emails | Name, first name, email address and phone number (if provided) |

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|---------------------------|---|
| | Content of the request (strictly confidential) |
| Complaint procedure files | <p>Data of the complainant: name, first name, email address, office and private address (if provided), phone numbers</p> <p>Data of the defendant: name, first name, email address, office and private address (if provided), phone numbers</p> <p>Content of the complaint (strictly confidential)</p> |

3. How and why do we use your personal data?

The Federal Mediation Commission is competent, based on Article 1727 of the Judicial Code, to carry out a number of legal tasks requiring the storage of personal data.

For each application for accreditation as a mediator, a personal file is created and stored, regardless of whether the application is admissible.

Once the mediator is accredited, certificates of continuing education are added to the file. Files of accredited mediators are also retained.

A list of all accredited mediators is published on the website of the Federal Mediation Commission. This list is used by the general public to identify and contact a mediator.

This list is also made available to courts and tribunals so that a judge can appoint a mediator.

4. How can you manage the mailings you receive?

The Federal Mediation Commission sends a limited number of emails to accredited mediators.

These emails may include information such as: organisation of a symposium, study day or training, surveys or research on mediation, changes in decisions, or publication of new decisions.

Emails may be sent depending on the mediator's profile (family, civil and commercial, or social matters).

If you no longer wish to receive mailings, please contact:

secr.bemiddelingscommissie@just.fgov.be

You can also unsubscribe via the newsflash.

5. How long do we retain your data and how are they protected?

Data are stored both in physical archives and on servers of the Federal Mediation Commission. Access is secured by badge or password and restricted to members of the secretariat.

Data are retained as long as necessary to fulfil the legal tasks of the Federal Mediation Commission.

In the event of a data breach, you will be informed without delay and appropriate measures will be taken.

6. Is your data shared?

In general, personal data are strictly confidential and not shared with third parties.

By exception, certain data are made public via the database/list of accredited mediators on the website of the Federal Mediation Commission. These include: name, first name, email address, office and private address (if provided), profession, phone numbers (if provided), and fields of accreditation.

These data are published to allow the public to contact a mediator.

The list is also made available to courts and tribunals.

7. What are your rights?

You may request access to your personal data via:

secr.bemiddelingscommissie@just.fgov.be

You may consult your file on-site (by appointment) or obtain an electronic copy.

You have the right to request correction or deletion of your data, both in your file and in the public mediator database.

You also have the right to object to receiving emails.

If you believe your data have been processed unlawfully, you may lodge a complaint with:

Data Protection Authority (formerly Privacy Commission)

Drukpersstraat 35, 1000 Brussels

+32 (0)2 274 48 00

contact(at)apd-gba.be