

General Data Protection Regulation (GDPR)

Please return this completed form to the address



Public Service of Wallonia (SPW)
Data Protection Officer
Data Protection Unit
Legal and Translation Department

In case of difficulty, please contact :

dpo@spw.wallonie.be

Boulevard du Nord, 8
5000 Namur

General Data Protection Regulation- GDPR Request for access to my personal data

Subject

The right of access allows the person who makes use of it to obtain:

- the information that a processing of personal data carried out by the Public Service of Wallonia concerns him and if applicable, if you are concerned;
- a series of information on the processing;
- access to said personal data.

Target

Any natural person who is a user of public services in the Walloon Region.

Advantages

By checking the information related to the processing, you can verify the compliance of this processing with the legislation on data protection

By consulting your data, you can check their accuracy and ask the Administration service with which you are in contact to correct them.

Conditions

To obtain a response within one month of receiving the form:

- delimit the request as precisely as possible, choosing the services involved and indicating any references to the file

Legal

Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation- GDPR)

- Development of a rail freight strategy
- Expropriation
- Geolocation of boats
- Guarding of lock houses
- Hull and Crew Database
- Issuance of authorizations for the occupation of the public domain
- Issue of certificate of access to the occupation of inland waterway freight carriers and professional competence
- Management of authorizations and permits on the regional domain
- Management of citizen interactions
- Management of civil litigation - management of damages suffered by third parties on the public domain
- Management of complaints
- Management of incentives granted to any individual for the purchase of a bicycle
- Management of professional aptitude certificates for staff and teachers of driving schools approved by and under the responsibility of the Belgian State
- Management of the RAVeL network
- Management of the roadside lighting network
- Management of the TrafiRoutes website
- Management of user complaints related to road conditions
- Mobility surveys/diagnosis
- Municipal Mobility Plan
- Paid passenger transport service
- Processing of administrative fines (management of regional public domain)
- Requests from users via the mobility portal
- Revitalization of low density railways
- Safety and security at Walloon airports
- SCARA (management of administrative fine flows) - under development
- School transportation
- Sound analysis of houses near Walloon airports
- Vehicle homologation and certification
- WaCyNews subscription
- Wallonia Cycling
- SPW-ARNE (Competent for Agriculture - Natural Resources - Environment)
 - Accreditation - ultrasonic technician
 - Administrative sanctions
 - Animal waste
 - Authorization - poultry farm
 - Certification - sewage sludge
 - Certification of farmers
 - Common agricultural policy (CAP)
 - Composting operations
 - Degacar form
 - Dog / cat registration
 - Drainers
 - Environmental and health surveys
 - Environmental Permits
 - Equine insemination
 - Expropriation
 - Fishing
 - Game destruction
 - Gas station
 - Groundwater intake operation
 - Hazardous waste
 - Hospital waste
 - Hunting
 - Hunting Councils
 - Impact studies
 - Industrial discharges
 - Link rate
 - Liquid hydrocarbons
 - Livestock effluents
 - Minutes

- Monetization facilities
 - Naturalist observations
 - Organic materials
 - PCB /PCT waste
 - Planning - rural land
 - Plants and seeds
 - Polluted soils
 - Potentially leachable nitrogen (APEL)
 - Regional Appeals Commission for Access to Environmental Information (RCAEI)
 - Rehabilitation plan
 - Sanitary shots
 - Sanitation studies and works
 - Storage facility
 - Tank leakage test
 - Technical landfill center
 - Underground water intakes
 - Valorisation of waste heap
 - Waste
 - Waste oil
 - Waste transfers
 - Waste valorization
 - Waste water
 - Work financed by the "EUROGES" program
 - Work services for the Walloon Paying Agency
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- SPW-TLPE (Competent for Territory - Housing - Heritage - Energy)
 - Administrative fines (Walloon Code of Sustainable Housing)
 - Adoption/Approval of plans, schemes and guides: Multi-municipal development scheme (SDP), Communal development scheme (SDC), Local orientation scheme (SOL), municipal planning guides, Environmental impact report
 - Advice on urban planning matters
 - Aid for damaged property (Heritage)
 - Appeal in matters of uninhabitable orders or rental permits
 - Appeal in matters of urban planning
 - Approval for heritage detectorism
 - Archaeological map
 - Archaeological operations
 - Archaeological surveys and excavations
 - AWAP's advice on planning permits
 - AWAP's opinion on archaeological information requests
 - AWAP's opinion on unclassified heritage properties
 - Certificate for tax reduction in the field of heritage
 - Communal advisory commission for land use planning and mobility (CCATM)
 - Communal anchorage
 - Complaints in urban planning matters
 - Consultation process with the administration in matters under the management (identification, challenges, requests for advice, ...)
 - Deposits of archaeological goods
 - Development of slag heaps
 - Embellishment Bonus
 - Energy advice procedure (PAE2)
 - Energy audit and studies (AMURE)
 - Energy audit for large companies
 - Energy Bonus
 - Energy counter
 - Energy network (connection fee, public lighting renovation, road fee, reimbursement of debt related to the guaranteed minimum electricity supply)
 - Energy performance of buildings (PEB)
 - Energy renovation of buildings (UREBA)
 - Energy tax benefits
 - Enforcement of court decisions in urban planning matters
 - Environmental permits

- Expropriation procedure in the context of the implementation or realization of "SDPC", "SDC" and "SOL"
- Granting of permits or certificates for urban planning
- Grants related to the promotion of heritage
- Green Certificates
- Guarantee of completion
- Heritage - Archaeology
- Heritage - Classification measures
- Heritage - Detectorism
- Heritage - Grants on classified property
- Heritage - Small popular Walloon heritage
- Heritage - Work on classified property
- Heritage - Work on unclassified property
- Heritage Assessment Form
- Heritage professions
- Heritage Safeguarding List
- Housing Audit
- Housing Bonus
- Info-Consultancy Permanence
- Insurance against loss of income
- Inventories of archaeological sites and properties
- Investigations - sanitation (housing)
- Investigations - sector plan (land use planning)
- Magazine subscription - "Echos du logement"
- Magazine subscription - "Les lettres du patrimoine"
- Magazine subscription - "Reactif"
- Management of urban renewal operations (RU)
- Management of urban revitalization operations (REVI)
- Minimum guaranteed supply of electricity and gas
- Moving, rent and installation allowances
- Planning permits - Urbanization permits - Planning certificate
- Premium - housing acquisition
- Premium - renovation of low-income households (MEBAR)
- Preventive energy action plan (PAPE)
- Prior declarations and heritage meetings
- Promotion of green electricity (Solwatt)
- Recovery of housing subsidies
- Regional Heritage Inventory
- Renovation Bonus (Housing)
- Rental permits
- Sector plan
- Single permit - Integrated permit
- Sites to be redeveloped (SAR) and rehabilitated (SRPE)
- Small Walloon Heritage
- Statement of compliance in land use planning
- Town planning offences
- Urban planning projects meeting
- Urban renewal (RU) and urban revitalization (REVI)
- Walloon exceptional heritage
- World heritage
- SPW-IAS (Competent for Interior and Social Action)
 - Application Security Module (access rights)
 - Cadastre of company auditors
 - Cadastre of local representatives partner directory
 - Call for projects "Fight against radicalism"
 - Call for projects Smart cities
 - Collection of Covid-19 cases in accommodation facilities (reception house, community life, night shelters, social relays)
 - Communal Tax Memento
 - Constitution and saving of the personal files of the SPW IAS agents
 - Dashboard Inspections
 - Data collected within the framework of the e-Account Plan (financial and accounting data of local authorities)

- Debt mediation - Fight against overindebtedness
 - Detailed organization chart of the SPW IAS staff
 - Employment assistance articles 60 §7 et 61
 - Exercise of the supervision of public contracts, concessions and patrimonial operations of local authorities
 - Granting and control of optional subsidies in the field of equal opportunity policies (diversity, domestic violence, rainbow houses, travellers)
 - Granting and control of subsidies to operators active in the integration of foreigners and people of foreign origin (CRI, Setis, ILI, DISCRI)
 - Granting of honors to statutory personnel of local authorities
 - Health relays
 - Instruction of an expropriation file
 - Integration pathway for newcomers
 - Interior Portal - Local authorities in Wallonia
 - Intranet of the SPW Interior and Social Action
 - List of holders of a hunting permit or license
 - Local elections, social action and over-indebtedness portals
 - Optional subsidies: IGRETEC, APW, CUC, etc.
 - Processing data of candidates for local elections 2018
 - Public natural disasters
 - Sending the registration form for elections to European and non-European citizens
 - Services and devices to accompany violence
 - Shelters, community houses and night shelters
 - Social integration services
 - Social relays
 - Social service centers
 - SPW IAS - Supervision mission - External management
 - SPW IAS - Supervision over local authorities
 - Supervision of the composition of the management bodies of local and para-local organizations
 - Supervision of the decision to grant remuneration, attendance fees or benefits of any kind to the members of the council and of the municipal college
 - Supervision over the decision to grant remuneration or benefits of any kind to staff members of the secretariats of the members of the communal college
 - Support and care services for prostitutes
 - The exercise of financial and fiscal supervision
 - The realization of a cadastre (REGCAD) of the intermunicipal and other supra-municipal organizations as well as of all their subsidiaries in the Walloon Region
 - Transfer of the list of SPW agents from the Financial Resources Directorate to the Internal Audit Directorate
 - Updating the identification data of representatives. Procedures for checking returns.
- SPW-EER (Competent for Economy - Employment - Research)
- Accreditation
 - Agricultural vocational training
 - Assistance to companies
 - Authorization - family assistance profession
 - Business parks
 - Commercial site licenses and integrated permits
 - Complaint management
 - Digital public spaces
 - Digital School Project
 - Downtown management
 - Employment agencies
 - Employment Promotion Assistance (EPA)
 - ERDF funds
 - Events - Dissemination of science and technology
 - Expropriation
 - First employment agreements (CPE)
 - Grant - Industrial and innovation policy
 - Grant - Walloon competitiveness clusters
 - ICT Mobilization Plan (PMTIC)
 - Investment incentives
 - Local Development Agency (LDA)
 - Local employment agencies (LEA)

- Paid educational leave (CEP)
- Professional Transition Program (PTP)
- Promotion of entrepreneurship
- Regional employment missions (MIRE)
- Regional incentives
- Research
- Service vouchers
- Social economy enterprise
- Social inspection
- Social promotion allowances
- Socio-professional integration centers (CISP)
- Subscription - Athena magazine
- Subsidy
- Support to Employment in the Market Sector (SESAM)
- Training vouchers
- Training vouchers for business creation
- Walloon business networks and clusters
- Weapons Licenses
- Work permits
- Work-linked training
- Youth employment in the non-market sector
- SPW-Finances (Competent for Finances - Taxation)
 - Committees for acquisition of real estate
 - Expenditures - Citizens receiving payments (e.g., bonuses, subsidies, public procurement)
 - Per-kilometre charge
 - Property tax
 - Reduced rate for gift or inheritance tax, as part of a company transfer
 - Registration tax (TMC)
 - Revenues - Citizens paying a non-tax debt (e.g. tenants, purchasers, traffic fine payers, agents and liquidators, beneficiaries,...)
 - Road tax (TC and TCNA)
 - Tax on automated machines
 - Tax on games and gambling (TJP)
 - Tax on sites for which economic activity has been abandoned (SAED)
 - Television licence fee (before January 2018)
- OTHER
Specify

Specific information that I can provide to facilitate the search for my data (file number, identification number, date of communication with the administration, ...)

I ask you to send me a copy, in clear language, of all this data

- Electronic copy
- Hard copy

3. Declaration of honour

- I am aware that if my request is deemed unfounded or manifestly excessive, the Administration may require payment of a reasonable fee or refuse to act on such a request and that if my request is complex, the Administration may come back to me to explain the reasons for an extension of time.
- I enclose a copy of both sides of my identity card.

For all legitimate requests, the Administration provides the first paper copy free of charge. If payment is required, the Administration will ask for your consent to proceed.

Signature

Date

4. Protection of privacy and remedies

4.1. Privacy Policy

As required by Regulation ¹, we inform you that :

- the data you provide by filling in this form are intended to ensure the follow-up of your file within the Public Service of Wallonia;
- this data will be transmitted exclusively to the Data Protection Officer of the Walloon Public Service and to his assistants in the departments you have selected;
- you may exercise the right to rectify your data by contacting the departments of the Walloon Public Service with which you are in contact.
- the rights to erase data, to limit processing and to object to processing can only be exercised in certain specific and limited cases vis-à-vis the public authorities. The administration of the Public Service of Wallonia with which you are in contact will specify whether the exercise of such rights is possible for the processing concerned.

4.2. Methods of appeal

What to do if, at the end of the procedure, you are not satisfied with the decision taken?

1. Submit an internal appeal within the administration.

Contact the relevant administration to explain the reasons for your dissatisfaction or use the specific administrative recourse if this is provided for in the procedure.

2. Lodge a complaint with the Ombudsman.

If, at the end of your preliminary steps within the administration, you remain dissatisfied with the decision, you can lodge a complaint with the Ombudsman of Wallonia and the Wallonia-Brussels Federation.

3. You can also lodge a complaint with the Data Protection Authority, formerly the Commission de la Protection de la Vie Privée (Privacy Commission), 35, Rue de la Presse, 1000 Brussels or via the e-mail address: contact@apd-gba.be.



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<http://www.le-mediateur.be>

¹General Data Protection Regulation (GDPR).