



CONSORTIUM DIPLOMATIQUE EUROPÉEN

CDE CONTACT FORM PRIVACY NOTICE

Short privacy notice for website contact forms and enquiry submissions

The Hague, The Netherlands

<https://cdeu.eu>

info@cdeu.eu

Last updated: June 2026

CDE Contact Form Privacy Notice

Document	CDE Contact Form Privacy Notice
Organisation	CONSORTIUM DIPLOMATIQUE EUROPÉEN (CDE)
Website	https://cdeu.eu
Last updated	June 2026

1. Purpose of this Notice

This Contact Form Privacy Notice explains how CDE processes personal data submitted through website forms, contact forms, enquiry forms, document request forms, cooperation request forms and similar online communication channels.

This notice supplements the CDE Personal Data Privacy Policy and should be presented close to any contact form where personal data is collected.

2. Personal Data Collected

Depending on the form and the information voluntarily provided by the user, CDE may collect:

- name and surname;
- email address;
- telephone number, where provided;
- organisation, role or country, where provided;
- subject and message content;
- attachments submitted by the user, where permitted;
- technical information necessary for website security and spam prevention.

3. Purpose of Processing

CDE uses contact form data to receive, review and respond to enquiries; maintain communication related to the request; process cooperation or project-related proposals; respond to document or information requests; prevent abuse; and maintain appropriate internal records.

4. Legal Basis

Processing may be based on consent, legitimate interests, steps requested by the user before entering into a cooperation arrangement, or legal obligations where applicable. CDE processes only data that is relevant and proportionate to the request.

5. Use of Submitted Information

Information submitted through a contact form will not be used for unrelated marketing purposes unless the user has separately consented to such communications, for example by subscribing to a newsletter.

Users should avoid submitting unnecessary sensitive personal data, identification documents, financial data, confidential third-party information or legally privileged information unless specifically requested through an appropriate secure channel.

6. Sharing and Access

Submitted information may be accessed by authorised CDE personnel, representatives or service providers where necessary to handle the enquiry. CDE may also disclose information where legally required or where necessary to protect rights, security, integrity, or lawful interests.

7. Retention

Contact form data is retained only for as long as reasonably necessary to handle the enquiry, maintain records, manage follow-up communication, comply with legal obligations, or resolve disputes. Routine enquiries may be retained for a shorter period than formal cooperation, legal or administrative matters.

8. Security and Transmission

CDE uses reasonable technical and organisational measures to protect submitted information. However, internet communications cannot be guaranteed to be completely secure. Users should not use ordinary contact forms to transmit highly sensitive information unless CDE has provided a suitable secure method.

9. User Rights

Individuals may request access, correction, deletion, restriction or objection regarding their personal data, subject to the conditions and limitations under the GDPR and applicable Dutch data protection law.

10. Suggested Form Notice Text

Suggested short notice for use under a website form: "By submitting this form, you agree that CDE may process the information provided for the purpose of responding to your enquiry and maintaining communication related to your request. For details, please read our Privacy Policy."

Contact

Questions regarding this document may be sent to CDE at info@cdeu.eu. Website: <https://cdeu.eu>.

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