

## **Privacy policy and terms & conditions**

### **1. Data protection**

We welcome you to our website. The protection and security of your data are important to us. The following Privacy Statement explains what information we collect during your visit on the Alumni Association's web site, and which parts of this information may be used and in which ways.

### **2. Personal data**

The website and the data used in it serve as a general rule to allow us to communicate information to alumni about the College of Europe, to advertise the activities of the Alumni Association and to help alumni contact each other.

At the beginning of each academic year, the Alumni Association receives from the College of Europe the following basic data for its work:

- First name and last name
- Date of birth
- Promotion
- Campus
- Study department
- Coleurope.eu email address

This data, with the exception of the date of birth and the coleurope.eu e-mail address or any other e-mail address provided by the user, is visible to other users. The user may voluntarily provide additional data in his profile, either manually or by importing data from LinkedIn. The user may in particular provide additional contact data. The user can decide on the website whether or not to make that additional information visible to other users. The user may object to future processing and use at any time by removing the respective content field or by sending a message to [anciens@coleurope.eu](mailto:anciens@coleurope.eu). Only the basic data provided by the College of Europe is necessary for the use of the website.

The Alumni Association gives access to user data to the Alumni Relations office of the College of Europe.

The Alumni Association never shares the alumni data with third parties. Are considered "third parties", any person or organisation, other than alumni of the College of Europe, the Alumni Association or the College of Europe.

The Alumni Association may compile anonymous statistics, which it communicates to public authorities and interested parties.

The alumni data is stored and managed via a database software provided by the European service provider Hivebrite. According to the contract between the Alumni Association and

Hivebrite, the data remains the property of the Alumni Association and Hivebrite undertakes never to share the data with third parties.

### **3. Standard data**

When you use the website, the web server records your full IP address and the domain name of the computer you are using. The server is configured to automatically log the information that is necessary for an individual identification. Therefore, personal data can be generated regularly on our servers. More precisely, the IP address, the number of your logins in the portal as well as the date and time of your last login are stored.

### **4. Technical control - Cookies**

Our website uses so-called "cookies". These simplify and speed up the visit to our website. The user may disagree to the use of cookies during his first visit of the website via a message that appears on the screen. If the user does not wish to use the cookies through our website on his computer, he can deactivate the cookies in his browser settings and choose the browser settings to inform him when using cookies on a website. Opting to deactivate cookies may impair the functionality of the website.

### **5. Accessibility of information**

The user has always access to his own information, regardless of whether he is a paid-up or a non paid-up member of the Alumni Association.

### **6. The Alumni Who's Who**

The Alumni Association publishes an online Who's Who listing all alumni of the College of Europe since its first academic year in 1949-1950. The Who's Who is published in English. The Who's Who allows for search of alumni based on the data provided by the College of Europe or any additional data that users have voluntarily provided.

Only paid-up members of the Alumni Association have access to, and can search, the Who's Who.

### **7. Newsletters and invitations to events**

The Alumni Association sends out newsletters and invitations to events to the alumni, as deemed relevant. Alumni retain the right to unsubscribe to newsletters at all times. Alumni may also write to [anciens@coleurope.eu](mailto:anciens@coleurope.eu) to express the wish to be or not to be invited to events.

### **8. Content of the Alumni Association's website**

The Alumni Association's website is managed by the board and the staff of the Alumni Association. Articles, news and information may be written in English and/or in French

Alumni are responsible for the accuracy of the information they publish on the Association's website, as well as undertake not to post any copyrighted content without the prior consent of the owner. The Alumni Association declines all responsibility with respect to what is written or posted by alumni on the Alumni Association's website.

The board and the staff of the Alumni Association retain the right to delete any content that is not deemed in line with the objectives of the Alumni Association or the “esprit du Collège.”

### **9. Online payments**

The Alumni Association’s website is operated by Hivebrite and hosted by OVH. The online payment system is operated by Stripe. Stripe and Hivebrite are responsible for the security of the website and the payment gateway. The Alumni Association declines any responsibility with respect to the security of the website and the payment gateway. Alumni retain the right to make payments by bank transfer should they prefer.

### **10. Security**

Our service provider has taken technical and operational precautions to protect your personal data against unauthorised access and misuse. These safety procedures are reviewed and adapted to technological progress as deemed necessary.

### **11. Links to other websites**

If the user calls an external website from our site (external link), the external provider may be informed by the user’s browser of the Internet site from which he came to it. The external provider is responsible for this data. The Alumni Association is not, like any other website provider, able to influence this process.

### **12. Amendments to these terms and conditions**

The board of the Alumni Association retains the right to amend and update these terms and conditions at all times, as deemed necessary.

10 May 2017