

PRIVACY POLICY

I. General Information

In accordance with Article 13 Sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council 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), hereinafter referred to as GDPR, we are informing you that: The Controller of your personal data will be the College of Europe, with its seat at ul. Nowoursynowska 84, 02-797 Warszawa, Poland. Your personal data and contents produced by you will be processed if one or any of the following applies:

- recruitment of the project beneficiaries;
- participation in project activities.

The legal basis for the processing of your personal data for the purposes indicated under above sections is Article 6.1.a. of the GDPR. The provision of your personal data is voluntary. You can withdraw the consent contacting the data controller as described in the section VII.

Our other reasons to collect information, in particular:

- analyzing web statistics and log files;
- computing statistics;
- the organisation, management and functioning of the website;

The legal basis for the processing of your personal data for the purposes indicated under above sections is Article 6.1.f. of the GDPR. These activities are necessary for our legitimate interests. For instance, this is necessary for us to comply with our legal obligations and for our legitimate interests in maintaining the security of our College of Europe Natolin Campus. Moreover, our legitimate interest is keeping our website updated and relevant. Be aware, that we balance the impacts on you and your rights before we process your personal data for our legitimate interests. You can object to us processing your personal data, though we may demonstrate that we have compelling legitimate grounds to process your information which override your interests.

Information you give us:

We will obtain personal information from you such as name, surname, email address, occupation, sex, language proficiency.

Please make sure that any personal details you provide are accurate and up to date, and let us know about any changes as soon as possible.

II. Enquire about our activities and/or request customer support

You can contact us directly by a general email address or via phone. Such personal data is transmitted on a voluntary basis and is stored for the purposes of processing or contacting the requester.

III. Links to third party websites:

Our website may provide links to third party websites and/or social widgets, as Twitter, Facebook, Instagram, LinkedIn, Flickr, Vimeo, Youtube, Jotform, Adobe. These websites may not have the same privacy policies as ours. We encourage you to review the privacy statements of any site you visit.

IV. Who processes your personal data and to whom is it disclosed?

By default, your information is not shared with any other party.

We may disclose and share your personal information with our service providers, who are working with us to perform functions and process user data on our behalf. For example, in case an event is jointly organized with a third party, the relevant personal data can be shared with this third party only for the institutional purposes relating to the organization of the event. We only allow third party service providers to process your personal data for specific purposes and in accordance with our instructions. has its seat.

We will never sell your personal information.

V. How do we protect and safeguard your information?

All personal data collected are internally processed only by designated College staff members or agents and stored on servers which abide by the College's security rules and standards and policies.

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and

up-to-date. We have implemented a number of solutions to ensure the security of your personal data. For example, we encrypt data, use firewalls (firewalls), monitor IT systems on an ongoing basis and follow security procedures. The Internet will never be a 100% safe place, but we do our best to ensure that your personal data is properly secured in our systems. If we suspect your personal data has gone astray, we'll let you know as soon as possible and notify any applicable regulator where we are legally required to do so.

VI. How long do we keep your data?

The College will keep your data only as long as necessary for the fulfilment of the institutional purposes mentioned above. In some cases we will keep your data until you ask us to delete your personal data (For example when we don't have any other legal bases to process your personal data).

VII. Your rights as an individual

We thought it would be helpful to set out your rights under GDPR. You have the right to:

- Withdraw consent where that is the legal basis of our processing.
- Access your personal data that we process.
- Rectify inaccuracies in personal data that we hold about you.
- Be forgotten, that is your details to be removed from systems that we use to process your personal data unless there are legal grounds not to do so. If we erase the data, we have the right to keep information about the person at whose request we did it.
Restrict the processing in certain ways. The data subject may request that we rectify their inaccurate personal data without undue delay or complete incomplete data.
- Obtain a copy of your data in a commonly used electronic form (data portability). We shall transmit the data directly to the customer or, additionally, to the controller designated by the data subject. In order to transmit the data of the data subject, we need to obtain an appropriate request.
- You may object to our processing of ~~their~~your personal data that is based on our legitimate interest. The applicant shall each time indicate to us to what specifically they are objecting.

Please be aware that you shall indicate the data that will enable us to identify you. We provide answers in writing within the time limits set out in GDPR.

You may also contact the Privacy Office for further information.

You have the right to lodge a complaint against College of Europe Natolin Campus regarding data protection issues with President of the Personal Data Protection Office. For more informations please see: <https://uodo.gov.pl/en>.

VIII. Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Privacy Office.

- By e-mail: privacy_office.pl@coleurope.eu.
- By post: Privacy Office; College of Europe, Natolin Campus; Nowoursynowska 84; 02-797 Warsaw; Poland