

ELSA's Privacy Policy for ELSA Training

ELSA is a non-political independent, not-for-profit organisation organised on a local, national and international level. This privacy policy will explain how the International Board of ELSA uses the personal data we collect from you.

ELSA Training is a project of ELSA aiming at developing and furthering the ELSA knowledge of Officers as well as soft skills of ELSA Officers and Members. On an international level, ELSA Training is provided by Trainers from the International Trainers' Pool (ITP) of ELSA.

I. Legal basis for the processing of the data

The legal basis for processing your data is Art 6 (1) point (a) 'the data subject has given consent to the processing of his or her personal data for one or more specific purposes'.

II. What data do we collect?

The International Board collects the following data:

- Name (mandatory);
- ELSA email (mandatory);
- ELSA Affiliation (mandatory);
- ELSA Position (mandatory);
- ELSA Training topic (mandatory);
- Number of participants (mandatory);
- Evaluation after the training (mandatory).

III. How do we collect your data?

You directly provide the International Board of ELSA with the data when filling in the ELSA Training Request form.

IV. How will we use your data?

The International Board of ELSA collects your data so that we can:

- Match you with an ITP Trainer;
- Evaluate the quality of training sessions and ITP trainers.

If we were to process your personal data for any other purpose, you will be contacted prior and we will provide you with any necessary information. We will not disclose or share any personal data with third parties.

V. How do we protect your data?

The International Board securely stores your data on the password protected computer and drive of the Secretary General of ELSA as well on ELSA's WordPress account where the ELSA Training Request and Evaluation forms are located until the subsequent 31st of July. After this period, we will delete the request form from the WordPress, google drive and the computer of the Secretary General of the International Board of ELSA.



VI. What are your data protection rights?

The International Board would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to withdraw consent – You have the right to withdraw your consent at any time and to require the International Board to stop processing and storing your data.
- The right to access - You have the right to request the International Board for copies of your personal data.
- The right to rectification - You have the right to request that the International Board correct any information you believe is inaccurate. You also have the right to request the International Board to complete information you believe is incomplete.
- The right to erasure - You have the right to request that the International Board erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that the International Board restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to the International Board's processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that the International Board transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: **+32 2 646 2626**

Or write to us: elsa@elsa.org

VII. What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

VIII. What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

Functionality – the International Board uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

IX. How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.



X. Changes to this privacy policy

The International Board keeps this privacy policy under regular review. This privacy policy was last updated on 16th December 2020.

XI. How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: elsa@elsa.org

Call us: **+32 2 646 2626**

Or write to us at: Blvd Général Jacques 239, Brussels B-1050, Belgium

XII. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the International Board of ELSA has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Website: <https://dataprotectionauthority.be/citizen/actions/contact>

