

ELSA's Career Launch Privacy Policy

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 when you apply to participate in the Career Launch.

Legal basis for the processing of the Data: The legal basis for the processing of your data is Article 6 (1) point (a) *'the Data Subject has given consent to the processing of their Personal Data for one or more specific purposes.'*

What Data do we collect?

The International Board of ELSA collects the following data:

- Name (mandatory);
- Email address (mandatory);
- Affiliation with ELSA (i.e. local, national, or international level) (mandatory);

How do we collect your data? You directly provide the International Board of ELSA with all the data we collect. We collect Data and process Data when you:

- Submit your application through the online form.

How will we use your Data? The International Board of ELSA collects your Data so that we can:

- Process your applications.
- Email you with information about the project and access links to the sessions and ending project.
- Send you the final Certificate of Participation
- Request your testimonial.

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.

How do we store your Data? The International Board securely stores your Data on the password-protected office computer of the Secretary General of the International Board. Any other copy of the Data will be deleted after the end of the application period.

The International Board will keep your provided Data until the 31st of July 2021 for human resources purposes. After this date, we will delete your Data by erasing it from the

password-protected office computer of the Secretary General of the International Board.

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

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

For further information,
visitallaboutcookies.org.

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 [the](#) location you are in. A mix of first-party and third-party cookies is used.

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.

Changes to this Privacy Policy: The International Board keeps this Privacy Policy under regular review. This Privacy Policy was last updated on the 7th of September 2020.

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

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>