

General statement

The European Law Students' Association (hereinafter ELSA) fully respects your right to privacy, and will not collect, process or publish any personal data about you other than as set out in this privacy policy. Any personal information which you provide to ELSA will be treated with the highest standards of security and confidentiality, strictly in accordance with applicable data protection laws.

What is the purpose of the data collection?

ELSA International needs to collect the data from the STEP student application form in order to be able to successfully administrate STEP, the Student Trainee Exchange Programme.

ELSA International fully and exclusively administrates STEP, which means collects all the applications (i.e. the data from the student application form), checks if this data are correct and if it matches the requirements for traineeships set by the STEP traineeship providers, and finally forwards the applications to the respective STEP traineeship providers.

The aim of STEP is for STEP traineeship providers to select trainees. In order for them to be able to complete the selection of trainees, they need the data from the STEP student application form. Therefore, ELSA International acts as an intermediary between the STEP applicants and the STEP traineeship providers.

Certain data may be used for the creation of statistical data, which will always be generalised numbers only, completely anonymised.

What personal data does ELSA collect in application forms?

ELSA International collects only the data that are needed to fulfil the purpose of its collecting, which is the data that are relevant for STEP traineeship providers to make a decision on the selection of trainees for the respective STEP traineeship. The categories of data are visible in the STEP student application form.

Who has access to your information and to whom is it disclosed?

After ELSA International collects the data, ELSA International will disclose the data of the applicant to another ELSA Group, which shall be either the National ELSA Group or the Local ELSA Group, where the respective applicant is the member of. The purpose of this disclosure is for the traineeship providers to select trainees for the respective STEP traineeship, based on the data from the STEP student application form. If the data are incorrect, ELSA maintains the right to modify or delete it.

ELSA International or the respective National ELSA Group will then disclose the data to the respective STEP traineeship providers, i.e. to the STEP traineeship providers whose traineeships the applicant has applied for.

Some of the National ELSA Groups and some of the traineeship providers are located outside of the European Union, in a country deemed not to offer a similar level of protection as within the European Union.

How long do we keep your data?

The data will be kept as long as it is necessary for the administration of STEP, i.e. as long as there is a need to disclose this data to the STEP traineeship providers in order for them to select STEP trainees. However, that period is never longer than one year from when the data are submitted.

How can you access your personal data, verify its accuracy and, if necessary, correct it?

In accordance with applicable data protection laws, you have a right to access your personal data, and request correction of inaccurate, or deletion of irrelevant personal data. When you submit your information, an e-mail confirmation is sent to your e-mail address, in order for you to check if the data that you have submitted are correct. Furthermore, you may also exercise the above-mentioned rights by contacting ELSA at Boulevard Général Jacques 239, Brussels B-1050, Belgium or at step@elsa.org.