

# GDPR - Privacy Policy

## Robert Schuman Institute

This Privacy Policy is intended to inform you about the processing of personal data collected by the Robert Schuman Institute (RSI). We may update this policy to reflect changes in our practices or legal requirements. The latest version was modified on **March 21, 2024**

### Who is Responsible for the Processing of Personal Data

Your personal data will be processed and stored by the Robert Schuman Institute (hereinafter „RSI“) on its servers and filing systems.

### Collection and Processing of Your Data

RSI is committed to protecting your rights and privacy when handling your personal data. We collect data only with your direct consent and use it for specific, clearly defined purposes.

Here are some examples of how we collect and process your data:

- **Event Registration:** When you register for an RSI event, we collect data like your name, e-mail address, organization, and any dietary restrictions (if applicable). This information is used to process your registration, manage logistics, and ensure a smooth event experience.
- **Communication:** We may use your email address to send you event invitations relevant to your interests, newsletters about new content and publications, or information about joint activities with our partners. You can choose the types of communication you receive through your account settings.
- **Website Cookies:** A "cookie" is a small text file sent from our web server to the browser's cookie file on your computer's hard drive. This allows our website to recognize you as a user whenever a connection is established between our web server and your browser. Cookies enable us to determine the frequency of use and the number of visitors to our Internet pages. The cookies we use contain only an identification number (anonymous), which prevents any personal reference to the user. A cookie's main purpose is to recognize website visitors and cookies can be only used with your consent. You can configure your browser to notify you of cookie settings and only allow cookies in specific cases, to reject cookies in specific cases or in general, and to automatically delete cookies when you close the browser. When cookies are turned off, the functionality of this website may be limited.
- **Photo sharing:** RSI claims the right to photograph you during the projects and use them for project-related purposes such as participation verification and creating online and offline content for RSI event communication. RSI will not publish or share photos of participants who have sent a written request to our official email before the event ends. Those photos will neither be published on our social media nor shared with partners/ other participants.

Furthermore, RSI may be required to disclose your personal information by law or court order.

In all cases, we are committed to maintaining the confidentiality of your data, which includes, among other things, negotiating appropriate contracts with our partners and service providers that impose confidentiality obligations on them.

### **What is the Legal Basis for Processing Your Data?**

We process your data based on your consent (by Article 6 (1) (a) GDPR (General Data Protection Regulation)) or to fulfill a contract or pre-contractual measures (Article 6 (1) (b) GDPR).

We will store your data for the duration of the validity of your consent or until its purpose is fulfilled.

### **How Long do we Store Your Data?**

We will store your data for as long as your consent remains valid or until the purpose of processing is fulfilled. For example, if you register a diet preference for an event, we will store this data after the event. For example, data from event registration, newsletter subscriptions, and the Alumni Club will be stored until you request the removal of your data via email, or using an „unsubscribe” function.

### **Your Rights under GDPR**

The GDPR grants you certain rights regarding your personal data:

- **Right to Access:** You have the right to request a copy of the personal data we hold about you.
- **Right to Restriction:** You have the right to request that we restrict the processing of your data.
- **Right to Rectification:** You have the right to request that we correct any inaccurate or incomplete data we hold about you.
- **Right to Erasure:** You have the right to request that we delete your data, subject to certain legal exceptions. After the data has been modified or deleted from our own systems, we cannot accept further responsibility for any misuse by third parties who have previously accessed the data.
- **Right to Data Portability:** You have the right to receive your personal data in a structured, commonly used, and machine-readable format and to transmit it to another controller.

### **Data Sharing with Third Parties**

In some instances, we may share your personal data with third-party partners (e.g., co-organizers, and venue providers) who contribute to the realization of an event. This data sharing is limited to the information necessary for event logistics, registration verification, and project evaluation. We will always obtain your explicit consent before sharing your data with any third-party event partners (e.g., registration data for co-organizers, dietary restrictions for venue providers, etc.).

### **Security Measures**

RSI implements appropriate technical and organizational measures to protect your personal data against unauthorized or unlawful processing and accidental loss, destruction, or damage. While we strive to protect your data, no security measures can guarantee complete protection from all threats.

### **Link to External Webpages**

Our website includes links to other websites. We have no control over whether the operators of other websites comply with data protection regulations. As providers, we are responsible for our own content. Links to content provided by other providers must be distinguished from these own contents. We accept no responsibility for external content provided for use through links and do not claim it as our own. The provider of the page to which reference is made is solely responsible for illegal, incorrect, or incomplete contents, as well as damages arising from the use or non-use of information presented in this manner.

### **Our Contact Details**

The protection of your data is particularly important to us. You can contact us at any time for your questions or revocation using the contact details below.

**Robert Schuman Institute**

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