

PRIVACY POLICY

UNICollaboration (“**UNICollaboration**”), well aware of the importance of the protection of personal data, in its capacity as Controller, informs the users (“**Data Subjects**”) of www.unicollaboration.org website (“**Website**”) that personal data collected through navigation of the Website shall be processed in compliance with current laws. Before using the services offered by the Site (filling out contact forms, etc.) the Data Subjects will receive specific information regarding any further processing of personal data made by UNICollaboration.

In accordance with Article 13 of Regulation (EU) No 2016/679 (“**Regulation**”), UNICollaboration shall provide the following information concerning the management and the processing of data.

1. Types of data collected, purpose and legal basis of processing.

The use of the Website might involve the processing of the following personal data of the Data Subjects, as better described below (“**Data**”): *(i)* navigation data; *(ii)* data provided voluntarily by the Data Subjects; *(iii)* cookies

(i) Navigation data.

The computer systems and software procedures used to operate the Website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols. This category of data includes IP addresses or domain names of the Data Subjects terminals that connect to the Website, the MAC (Media Access Control) addresses, the addresses in the URI (Uniform Resource Identifier) notation of the requested resources, the time of the request, the method used to forward the request to the server, the size of the file obtained in reply, the numerical code indicating the status of the response from the server (successful, error, etc.) and parameters related to the operating system and to the users’ computer environment.

The Data are processed for the following activities:

- *to obtain anonymous statistical information on the use of the site and to check its correct functioning* and are deleted immediately after processing. The data could be used to ascertain responsibility in case of hypothetical computer crimes against the site. The legal basis justifying said processing is set out in Article 6(1)(b) of the Regulation, since the Data are processed to allow the Data Subjects to use the service requested.
- *to fulfil legal obligations or requests of the judicial Authority.* The legal basis justifying said processing is set out in Article 6(1)(c) of the Regulation, since the Data are processed to fulfil a legal obligation to which the UNICollaboration is subject.

(ii) Data provided voluntarily by the Data Subjects.

Following the voluntary sending of e-mail messages to the e-mail addresses on the site, UNICollaboration may process the sender’s e-mail address and the additional personal data contained in the message for the following activities:

- *to respond to the request made by the Data Subject.* The legal basis justifying said processing is set out in Article 6(1)(b) of the Regulation, since the Data are processed to provide the service requested by the Data Subject.
- *to fulfil legal obligations or requests of the judicial Authority.* The legal basis justifying said processing is set out in Article 6(1)(b) of the Regulation, since the Data are processed to fulfil a legal obligation to which UNICollaboration is subject.

(iii) Cookie

The Website uses technical cookies (session and navigation), to ensure normal navigation and use of the website (allowing, for example, to authenticate the access in restricted areas). The site also



uses profiling cookies and third-party analytics (with reduced identifying potential), in order to monitor the use of the site by users for the purpose of optimising the web platform and statistics (analytical). For all information concerning the processing of personal data by means of cookies, please refer to the Cookie Policy, which can be found [here](#).

2. Data retention. The navigation data shall be stored for the time necessary to provide the service requested and shall be erased within seven days, except where the Data are necessary to comply with tax, accounting and administrative laws or to comply with other legal obligations and to document the activities undertaken.

The personal data sent voluntarily by Data Subjects shall be deleted after providing the service requested or having responded to them and in any case within the maximum period of one (1) year from the end of such activity, except where the Data are necessary to comply with tax, accounting and administrative laws or to comply with other legal obligations and to document the activities undertaken.

3. Methods of processing. The Data shall be processed by UNICollaboration's staff that have express authority to do so, by analogue and electronic means, stored on any suitable device and organised in a database. Specific security measures shall be implemented to prevent the loss of the Data, as well as any illegal or incorrect use thereof and unauthorised access thereto. The processing of the Data shall not involve automated decision-making methods.

4. Provision of Data. The provision of navigation data is necessary to grant the requested service (navigation on the Website) and therefore mandatory to this purpose: failing that, the navigation on the Website might be impossible. The provision of the data to be voluntarily provided by the Data Subject is optional: however, failing that, it will not be possible to provide the Data Subject with the feedback required.

5. Disclosure of Data. Data can be disclosed to: (i) subjects having the right and interest to access the personal data of the Data Subjects under national or EU laws; (ii) companies, associations or professional firms that provide services for the fulfilment of legal obligations as well as services for any other organisational and administrative requirements, on behalf of the Controller as Data Processor ("Processors"). The details of the Processors are reported in an updated list available from UNICollaboration (to be requested by using the contact details indicated in Section 9). The Data shall not be disseminated.

6. Transfer of Data to third countries or international organisations. UNICollaboration shall not transfer the Data to third countries or international organisations.

7. Link to sites or services of third parties

This policy is provided only for the processing of personal data made through the Website or its tools, and not for other websites that may be consulted by the Data Subjects through the links provided therein and that are operated by third parties as independent data controllers. Users are therefore invited to read privacy policies of such third parties carefully, before accessing their services.

8. Rights of the Data Subjects. The Data Subjects may at any time exercise their rights provided for in the Regulation, including:

- to request information on: (i) the origin of the Data; (ii) the purposes and methods of processing; (iii) the logic applied in the event of the use of electronic devices; (iv) the details of the Controller and of the Processors.
- to obtain: (i) access to, the updating of, or the rectification or integration of the Data; (ii) the erasure, anonymisation or blocking of Data unlawfully processed; (iii) limitation of the processing of Data; (iv) a copy of the Data in standard format.
- **to object, in whole or in part, to the processing carried out:**
 - a) for the purposes of scientific, historical or statistical research, even if pertinent to the collection purpose, if such opposition is based on reasons related to their particular situation;**
 - b) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller or to pursue the legitimate interest of the Controller or of a third party;**
 - c) for the purpose of sending promotional materials, advertising and direct marketing;**
- to revoke, at any time, the consent given and on the basis of which the processing has been allowed, without affecting the lawfulness of the processing already carried out on the basis of the consent given before revoking said consent. In the event that they believe that the processing of their Data is against the law, the Data Subjects may submit a complaint to the supervisory authority of the Member State of their habitual residence or work, or to the place in which the alleged violation occurred. The Supervisory Authority can be contacted using the details provided on its own website.

9. Data Controller. The Data Controller is UNICollaboration (VAT no. BE0782895017) with registered office at Stephanie Square Centre, Avenue Louise 65, Box 11, 1050 Brussels - Belgium, acting through its legal representative *pro tempore*. UNICollaboration may also be contacted by e-mail at: secretary@unicollaboration.org.

To exercise the rights listed above, the Data Subject may submit their request by e-mail to secretary@unicollaboration.org.

UNICollaboration reserves the right to update this information on the processing of Data.