

# VLIR-UOS Privacy Policy

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## Who are we?

VLIR-UOS

Public Utility Foundation

Julien Dillensplein 1, P.O. Box 1A

1060 Brussels, Belgium

**Registered office:** Flemish Interuniversity Council (VLIR), Ravensteingalerij 27, 1000 Brussels, Belgium

**Enterprise number:** 0418.766.123

## Why this privacy policy?

We are aware that you have confidence in us to be compliant with the provisions stipulated in the General Data Protection Regulation (GDPR) 2016/679 of April 27, 2018. This regulation concerns the protection of natural persons within the framework of the processing of personal data and free movement of these data. We therefore see it as our responsibility to protect your privacy.

The present policy applies to all digital tools used by VLIR-UOS in which your data are processed. By using one of these tools, you implicitly accept this privacy policy.

## With whom do we share your data?

Personal data processed by VLIR-UOS are never shared with persons outside of the organisation, except when specific reporting requirements were imposed in the framework of the management of government funds (for which VLIR-UOS was mandated) by the funder (i.e. the Belgian federal government).

VLIR-UOS only uses your personal data for the means as described in this policy, unless you explicitly granted your permission to use it in any other way.

## What data do we collect and why?

### Website

When you visit our website using a web browser, you will be asked whether you agree to the use of cookies. VLIR-UOS only uses the cookie of Google (Analytics), which makes sure Google can receive

data on how you use our website. This data is anonymised by Google. VLIR-UOS therefore cannot ascertain your identity or how you personally use our website. VLIR-UOS only uses this data to learn so we can create a better website for you. If you do not accept the use of cookies, it is possible that some of our website's functionalities will not function properly.

## **Database**

When you visit our online database using a web browser, you will be asked whether you agree to the use of cookies. If you do not accept the use of cookies, it is possible that some functionalities of the database will not function properly.

You can only visit the database if you register first, where you will be asked to fill in some personal data. VLIR-UOS only uses this data in the framework of the management of its projects and scholarships, and never shares them with persons outside of the organisation. The data may also be used for statistical analyses, but are anonymised when shared with other persons.

VLIR-UOS ensures, in cooperation with its external partners, that all data stored in the database are secured according to strict security conditions.

## **Mailchimp**

VLIR-UOS uses the mailing platform Mailchimp to send certain mailings, such as the newsletter, event invitations and mailings about calls and publications. You can subscribe to the VLIR-UOS newsletter by filling in your e-mail address on our website. Through a double opt-in (a confirmation of your subscription through an e-mail) you will be asked to agree that your e-mail address may be used as a recipient of our mailings. Your first name and surname are also asked to personalise the way we address you in these mailings. All data are only used to send the mailings mentioned earlier.

When you receive a mailing of VLIR-UOS, Mailchimp will save cookies in your web browser to monitor if and how you read our mailings. VLIR-UOS only uses this data to learn so we can create better mailings for you.

All data is saved by VLIR-UOS on the cloud servers of Mailchimp. Mailchimp guarantees that the data are sufficiently secured and will never be used for other purposes.

## **Crowdsignal**

VLIR-UOS uses the survey platform Crowdsignal to launch short questionnaires in the framework of the management of its projects and scholarships (more specifically for invitations to and evaluations of events), and to manage the applications for the short visa procedure (as submitted by the Flemish Higher Education Institutions).

When you register for an event of VLIR-UOS, your personal data will only be used in the framework of the event itself, or for its evaluation. If your personal data are submitted for a short visa procedure, VLIR-UOS will only use these data to facilitate this specific procedure.

All data is saved by VLIR-UOS on the cloud servers of Crowdsignal. Crowdsignal guarantees that the data are sufficiently secured and will never be used for other purposes.

## Qualtrix

VLIR-UOS uses the survey platform Qualtrix to launch longitudinal questionnaires. If you enter personal data in such a survey, this data will only be used in the context of statistical analysis to monitor or evaluate our programs with the ultimate goal of improving our programs. The data and analysis will be anonymized if shared with third parties.

All data is saved by VLIR-UOS on the cloud servers of Qualtrix. Qualtrix guarantees that the data are sufficiently secured and will never be used for other purposes, see for more info <https://www.qualtrics.com/privacy-statement/>.

## E-mail

When you send an e-mail to a VLIR-UOS e-mail address, we preserve the right to save this message. At times we may ask for your personal data that are relevant for the specific situation. This allows us to better process your requests and answer your queries. The data will be stored on servers secured by VLIR-UOS or by a third party. We will never combine these data with other personal data in our possession.

## What rights do you have?

In accordance with the GDPR regulation, VLIR-UOS offers the right to view, edit or remove (or request to be removed) data to anyone who has shared personal data in a digital tool.

If you no longer wish VLIR-UOS to monitor your activity on its website, you can delete any saved cookies from your web browser. To prevent your web browser from saving any cookies in the future, you can adjust the cookie settings in your browser. If you block the use of cookies in this way, it is possible some functionalities of our website will not function properly.

If you wish to make any adjustments to your data in Mailchimp, or if you wish to unsubscribe from the VLIR-UOS mailings, you can click the relevant link in the footer of a mailing.

If you wish to make any adjustment to your data in your profile in the VLIR-UOS database, you can sign in and edit your profile. If you wish to delete your profile, you can request VLIR-UOS to do this for you. We will process your request and comply in principal, unless VLIR-UOS can cite a compelling reason that requires us to save your data for a longer period of time.

If you wish to delete your personal data from the surveys you previously filled in in Crowdsignal or Qualtrix, you can request VLIR-UOS to do this for you. We will process your request and comply in principal, unless VLIR-UOS can cite a compelling reason that requires us to save your data for a longer period of time. If the request is granted, VLIR-UOS reserves the right to save all other data that were collected.

If you have any complaints, you can file them with the [Data Protection Authority](#).

We regularly check whether we comply with this privacy policy. If you have any questions about this policy, please contact us:

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## Changes to this policy

This privacy policy is aligned to the use of all digital tools in which we process and save your data. Any changes to any of the tools may lead to changes in this policy.

If any such changes have an immediate impact on a tool you are using, VLIR-UOS will notify you via the relevant tool.