

Privacy Statement ShARE

PEWA programme

ShARE Professional Training and Consulting B.V.

Last updated: March 2020

Who are we and what do we do?

- We are **ShARE Professional Training and Consulting B.V.**, trading under the name ShARE. You can find our contact details at the bottom of this **"Privacy Statement"**. We offer an online platform by which we inter alia provide professional training to students. This Privacy Statement applies to us ("**ShARE**") and you as "**User**" of our platform, inter alia taking shape in a website www.share-share.org (the "**Website**"), the ShARE google form ("**form**" and any other services offered to you by ShARE.

Privacy and the Relevant Legislation

- Your privacy is of great importance to us. We comply with the General Data Protection Regulation (the "**GDPR**"). The aforementioned legislation will also be referred to as "**the Relevant Legislation**".

What is this?

- This is a "**Privacy Statement**" by which means we comply with our information duty under article 13 GDPR. In this document, we explain what kind of Personal Data we collect as a Data Controller in relation to our Website, App and other services. We also explain how we store, protect and use your Personal Data and for which purposes.

Personal Data

- In this Privacy Statement, "**Personal Data**" means information or pieces of information that could allow you to be identified as an individual. This definition and other definitions used in the Privacy Statement are in accordance with the Relevant Legislation.

Are you under the age of eighteen?

- We do not offer our services to persons under the age of eighteen. We will ask you to confirm that you are eighteen years or older when you create an account.

We act as Data Controller

- We act as "**Data Controller**" within the meaning of the Relevant Legislation.

Which Personal Data may we process as Data Controller?

As Data Controller, we process the following Personal Data:

- In order to use the App or Website, you need to register on the google form where you will be asked to fill the following information
- **first name, last name and e-mail address**
- Your country where you study, gender, year of birth, your university,

How do we use the Personal Data?

- We use abovementioned Personal Data only when necessary for the purposes described below:
- We use your email to communicate with you about the delivery of the programme
- Your Contact info will be used to **contact you**.
- Your ShARE info will be used to **gain insight into your participation**. This will help us, other members and/or potential employers

to link you to ShARE activities that are relevant for you (e.g. internships, job offerings, ShARE Mini-MOOCs, Webex).

- We might ask you to change your settings and share your Personal Data with our corporate partners (potential employers) and/or alumni who join our platform as well. This will include your Contact Info and Work info.
- We use cookies which are essential for the operation of our Website (functional cookies), to track visitor statistics (analytic cookies) and monitor clicking behaviour and surfing habits (tracking cookies).
- We use the data about your browser language in order to provide you information regarding projects for which certain languages are necessary;
- Your IP address and geolocation help us to determine which educational activities and campaigns might be interesting for you.
- We will use all Personal Data provided by you to us to share job offer, student challengers, events and commercial, sponsored or related information through emails which might be interesting for you.
- if you want to use our Website and/or App, except for your first name.

Who do we share your Personal Data with (“Sharing Purposes”)?

- The Personal Data you share with us while using our Website and/or App will be visible for only to the administrator of the platform.
- With your permission, we may share your contact details with potential employers.
- Furthermore, we may use third party service providers to help us operate our App and Website, or to administer activities on our behalf such as sending out newsletters or surveys. For example, we use the following third parties to process (part of) the personal data on our behalf: GoDaddy (“**Processors**”). We only provide Processors the Personal Data that are necessary for them to perform the services they provide to us. These third party service providers are contractually obliged to handle your Personal Data with care and use Personal Data only for the limited purposes mentioned above.
- Besides the reasons listed in this Privacy Policy, ShARE does not sell, trade or rent Personal Data to third parties, unless we are legally obliged to do so.

Your consent

- We ask you to agree to this Privacy Statement by ticking the “I agree with the privacy policy” box in the google “form” and subsequently clicking “SUBMIT”.

For what period will we retain Personal Data?

- The Personal Data collected by us will be retained as long as necessary for the purposes of processing stated in this Privacy Statement and within the boundaries of statutory storage terms. If these Personal Data are no longer necessary for the fulfilment of the purposes mentioned above or are inaccurate, the (inaccurate) Personal Data will be deleted, unless we are legally obliged to keep them. You can delete Personal Data from your account yourself and you can ask us to delete your Personal Data.

Generic aggregated (non-personal) data

- In order to make our Website and App work as optimally as possible, for example for industry analysis and improvement of the functionalities of the Website and App, we may convert your Personal Data into non-personal data and aggregate it with information collected from other Users. In that case such data will be fully and irreversibly anonymized: they will not contain Personal Data.

How do we protect Personal Data?

We work hard to protect your Personal Data from unauthorized or unlawful access, alteration, disclosure, use or destruction. For example, we take the following measures to make sure the Personal Data is safe:

- We secure our network connection with Secure Socket Layer (SSL) technology;
- We control the access to the Personal Data with passwords;
- We restrict the access to the Personal Data to the purposes mentioned in this Privacy Statement.

Third party websites

- You find advertising or other (hyper)links on our Website and App that link to the websites, products and services of partners, suppliers, advertisers, sponsors, licensors or other third parties. We do not control the content or the links that appear on these websites and we are not responsible for the practices employed by websites linked to or from our Website. In addition, these websites, products and services, including their content and links, may be constantly changing. These websites, products and services may have their own privacy policies, user terms and customer service policies. Browsing and interaction on any other website, including websites that are linked to or from our Website, are subject to the terms and policies of that website.

Export of Personal Data outside the European Union

- In case we transfer Personal Data outside the EU, the Personal Data will only be transferred to countries which provide an adequate level of protection or which have appropriate data protection safeguards in place in compliance with the Relevant Legislation.

Modifications to this Privacy Statement

- We may update our Privacy Statement from time to time. When we change this Privacy Statement in a significant way, we will notify you via the interface of the App and request you to accept the updated Privacy Statement before continuing your use of our App. We will also notify Users by email and post a notification on our Website along with the updated Privacy Statement.

Your rights and who to contact

- As specified in and under the conditions of the Relevant Legislation, you have certain rights.
- You have the right to tell us if you:
 - would like to view and/or a copy of i.a. the Personal Data which are being processed by us about you, where they are being processed, who is receiving them, how long they will be saved by us and for what purpose. We can also pass this copy for you - at your sole request - to another organization, in case you would like to have your Personal Data transferred to another party. (Please note that you can also view your Personal Data by logging in to your personal account);
 - would like us to correct, update, shield or delete your Personal Data or restrict the processing therefrom in our records. Please note that you can also edit or delete your Personal Data by logging in to your personal account;
 - wish to report any misuse of your Personal Data;
 - have an objection against any processing of your Personal Data by us;
 - think we are processing your Personal Data unlawfully. In this respect, you can file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens);
 - want to withdraw your consent with regard to the processing of your Personal Data by us on this ground. This is possible at any time. From the moment you withdraw your consent, we stop the processing of your Personal Data. This does not affect the lawfulness of our processing based on your consent before your withdrawal;

- If you have any general questions, comments or concerns about how we handle Personal Data, please contact us at privacy@share-share.org. We will respond to such a request within 7 days of receipt by us. If you place a request as a data subject under the AVG we will strive to respond to you within 1 month after we have received such request.

Data Controller info

SHARE PROFESSIONAL TRAINING AND CONSULTING B.V. (trade name **ShARE**)

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The Netherlands

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E-mail: privacy@share-share.org