

Privacy Policy Annexes

- Data concerning candidates, students and alumni
- Data concerning academic and administrative staff
- Data concerning external individuals

1. Data concerning candidates, students and alumni

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Duration of storage
Inquiries and requests for information	Contact and identification data	Direct collection through forms or contact by mail	Consent	Time needed for the purposes for which the data were collected
Recruitment of candidates for study programmes	Contact and identification data Data on career and education	Direct collection through application form	Contract	Time needed for the purposes for which the data were collected
Recruitment of candidates to the executive education	Contact and identification data Data on career and education Financial data	Direct collection through application form	Contract	Time needed for the purposes for which the data were collected
Student account usage	Contact and identification data	Direct collection by online subscription	Contract	Time required to fulfil contractual obligations
Student admission	Personal data	Direct collection through admission form	Contract Mission of public interest	Time needed for the purposes for which the data were collected

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Duration of storage
Sending out questionnaires	Contact and identification data	Direct collection through ad hoc google forms	Consent Legitimate interest	Time needed for the purposes for which the data were collected
Administrative handling of students' education (assistance in obtaining visas, permits, taxation, social assistance ...)	Contact and identification data Personal data Financial data	Direct collection	Legal obligation Mission of public interest	Time needed for the purposes for which the data were collected
HR management	Personal data	Direct collection	Contract Mission of public interest	Time needed for the purposes for which the data were collected
Academic handling of students' education (supervision, evaluation, diploma awarding)	Interaction and usage data Data produced in the context of the studies	Direct collection	Contract Mission of public interest	Time needed for the purposes for which the data were collected
Handling of internships and exchanges	Contact and identification data Data on career and education Data obtained through third parties	Indirect collection with data from the students database Indirect collections of data provided by partners	Mission of public interest Contract	Time needed for the purposes for which the data were collected
Management of support services: IT, career, student service, student association	Contact and identification data Personal data Interaction and usage data User account information	Indirect collection with data from the students database	Mission of public interest	Time needed for the purposes for which the data were collected

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Duration of storage
Use of photos and videos	Photos Video recording	Direct collection	Consent	Until the individual opposes the use of the data or withdraws the consent
Psychological support	Contact and identification data Personal data	Direct collection through contact form	Consent Mission of public interest	Time needed for the purposes for which the data were collected
Use of the library	Contact and identification data	Indirect collection with Switch registration	Consent	Until the individual opposes the use of the data or withdraws the consent
Housing offers	Contact and identification data Personal data Financial data	Direct collection through accommodation form	Contract	Time needed for the purposes for which the data were collected
Administrative management of students/collaborators	Contact and identification data Personal data Financial data	Indirect collection with data already available in the HR database	Contract	Time needed for the purposes for which the data were collected
Handling of scholarships and loans	Contact and identification data Personal data Financial data	Direct collection through scholarship request for	Contract Mission of public interest	Time needed for the purposes for which the data were collected
Recruitment and student engagement	Contact and identification data Personal data Financial data	Direct collection through recruitment form	Contract Mission of public interest	Time needed for the purposes for which the data were collected

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Duration of storage
Alumni relations	Contact and identification data Personal data	Data provided by students at the end of studies Students' data already in the Institute's possession	Consent Legitimate interest	Until the individual opposes the use of the data or withdraws the consent
Academic communication	Contact and identification data	Students' data already in the Institute's possession	Mission of public interest	Time needed for the purposes for which the data were collected
Promotion of institutional activities and information	Contact and identification data	Students' data already in the Institute's possession	Mission of public interest	Time needed for the purposes for which the data were collected
Promotion of training offers	Contact and identification data	Data provided at recruitment fairs through information forms	Consent Legitimate interest	Until the individual opposes the use of the data or withdraws the consent
Participation in institutional events	Contact and identification data	Direct collection through forms of registration to events	Consent	Time needed for the purposes for which the data were collected
Internal communication	Contact and identification data	Students' data already in the Institute's possession	Mission of public interest	Time needed for the purposes for which the data were collected
Video surveillance and security of individuals and personal belongings	Video recording	Direct collection	Legal obligation	Time required to fulfil contractual obligations

2. Data concerning academic and administrative staff

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Time period of storage
Recruitment of academic staff	Contact and identification data Personal data Financial data	Direct collection through recruitment form	Contract	Time needed for the purposes for which the data were collected
Recruitment of administrative staff	Contact and identification data Personal data Financial data	Direct collection through recruitment form	Contract	Time needed for the purposes for which the data were collected
Management of support services	Interaction and usage data User account information	Direct collection	Contract	Time needed for the purposes for which the data were collected
Personnel management	Contact and identification data Personal data Financial data	Direct collection	Contract	Time needed for the purposes for which the data were collected
Use of the library	Contact and identification data	Indirect collection with Switch registration	Consent	Until the individual opposes the use of the data or withdraws the consent
Career management	Data produced in the context of the engagement	Direct collection	Contract	Time needed for the purposes for which the data were collected
Training management	Data produced in the context of the engagement	Direct collection	Contract	Time needed for the purposes for which the data were collected

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Time period of storage
Internal communication	Contact and identification data	Data already in the Institute's possession	Contract	Time required to fulfil contractual obligations
Promotion of institutional activities and information	Contact and identification data	Subscription on the newsletter webpage Internal communication lists	Consent Contract	Until un-subscription
Sending out questionnaires	Contact and identification data	Direct collection through ad hoc google forms Direct collection through forms or contact by mail	Consent Legitimate interest	Time needed for the purposes for which the data were collected
Use of photos and videos	Photos Video recording	Direct collection	Consent	Until the individual opposes the use of the data or withdraws the consent
Video surveillance and security of individuals and personal belongings	Video recording	Direct collection	Legal obligation	Time required to fulfil contractual obligations

3. Data concerning external individuals

Purpose of processing	Data categories	Data origins	Processing Legal Bases	Time period of storage
Inquiries and requests for information	Contact and identification data	Direct collection through forms or contact by mail	Consent	Time needed for the purposes for which the data were collected
Registration to an event	Contact and identification data	Registration form	Consent	Until the event takes place
Use of the library	Contact and identification data	Indirect collection with Switch registration	Consent	Until the individual opposes the use of the data or withdraws their consent
Promotion of institutional activities and information	Contact and identification data	Subscription on the newsletter webpage	Consent	Until un-subscription
Video surveillance and security of individuals and personal belongings	Video recording	Direct collection	Legal obligation	Time required to fulfil contractual obligations