



Natolin

Privacy Notice for Alumni Mentors Natolin Mentoring Programme

Purpose of this notice

The College of Europe in Natolin, headquartered in Warsaw at 84 Nowoursynowska Street, 02-797 Warsaw, KRS: 0000148214 ("we", "us", "our", "College") is committed to protecting your privacy.

"You" and "your" refer to alumni of the College of Europe who complete the Natolin Mentoring Programme Survey and express an interest in participating in the Programme as mentors.

This notice explains how the College will collect and use your personal data in connection with the Natolin Mentoring Programme in accordance with the General Data Protection Regulation ("GDPR").

Where does the College get your personal data from?

We obtain the personal data covered by this notice directly from you when you:

- complete and submit the Natolin Mentoring Programme Alumni Survey; and
- provide or update information in connection with your participation in the Programme.

Categories of personal data being processed

The personal data collected through the Alumni Survey may include:

- your name and surname;
- your email address;
- your current job title;
- your employer;
- information about the professional sector or sectors in which you have experience;
- information about your professional role or roles;
- information about the geographical region or regions on which you are available to mentor;
- an optional brief biography;
- an email address and/or LinkedIn profile through which you prefer to be contacted by mentees;
- the number of students you are available to mentor; and
- your responses and confirmations relating to participation in the Programme.



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Fields marked as required in the form are necessary for the College to register and administer your participation in the Programme. If you do not provide the required information, the College may not be able to include you in the Programme. Information identified as optional may be left blank.

The purposes for which we process your personal data and the legal basis for processing

We process your personal data for the purposes of organising and administering the Natolin Mentoring Programme, including:

- registering your interest in participating as a mentor;
- identifying your professional expertise, sector, role and geographical experience;
- facilitating the identification and matching of appropriate mentors and mentees;
- enabling current Natolin students participating in the Programme to identify and, where applicable, contact potential mentors;
- communicating with you in relation to the Programme;
- coordinating mentoring arrangements;
- managing the number of mentees allocated to individual mentors; and
- administering the Programme and responding to related queries or requests.

The principal legal basis for this processing is Article 6(1)(f) GDPR: processing is necessary for the purposes of the legitimate interests pursued by the College.

The legitimate interests pursued by the College include organising and operating the Natolin Mentoring Programme, maintaining meaningful engagement with its alumni community and supporting the professional and career development of current students.

Where information in the form is optional, you decide whether you wish to provide it. If you provide optional information, it will be processed for the Programme purposes described in this notice.

Who might we share your data with?

For the purposes described above, your personal data may be accessible to:

- staff implementing the Natolin Mentoring Programme, in particular the Capacity Building Office in Natolin;
- other authorised College staff where access is necessary for the administration or technical operation of the Programme;



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- current students of the College of Europe in Natolin participating in or using the Natolin Mentoring Programme;
- ICT and other service providers supporting the College's systems, including systems used for the survey, storage and Natolin intranet, acting on behalf of the College where applicable; and
- public authorities or other bodies where disclosure is required by applicable law.

Access to personal data within the College is limited to persons who require it for the relevant purposes.

Information made available to current Natolin students

Information submitted through the Alumni Survey may be made available to current students of the College of Europe in Natolin through the College's intranet, as an embedded file for the purposes of the Natolin Mentoring Programme.

The purpose of making this information available is to enable students to identify mentors whose professional experience corresponds to their interests and to contact mentors using the contact details provided for that purpose.

The College intends to restrict access to the information to current Natolin students and to make the file available in a format in which downloading or printing is disabled. However, technical restrictions cannot completely prevent a person who can view information online from making a screenshot or otherwise reproducing information visible on their screen.

You should therefore provide in the form only professional, biographical and contact information that you are comfortable making available to current Natolin students for the purposes of the Mentoring Programme.

Students are expected to use the information made available through the Programme solely in connection with the Natolin Mentoring Programme.

Transfers to third countries

Where it is necessary for the purposes described in this notice to use service providers or systems involving the transfer of personal data outside the European Economic Area ("EEA"), the College will ensure that the transfer is made in accordance with applicable data protection law and that appropriate safeguards are in place where required.

Retention periods

The College applies different retention periods depending on the type and purpose of the personal data processed.



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Information made available to students for the purposes of the Natolin Mentoring Programme will be retained and made available only for as long as necessary for the organisation and delivery of the Programme.

Other administrative records relating to your participation will be retained no longer than necessary for the purposes for which they were collected and in accordance with the College's applicable retention guidelines.

You may contact the College's Privacy Office for further information about the retention period applicable to your personal data.

You may also request that information contained in your mentor profile be amended or removed by contacting the Capacity Building Office at capacity.building.pl@coleurope.eu.

Your rights as an individual

Subject to the conditions provided for under the GDPR, you have the right to:

- request access to the personal data that the College processes about you;
- request rectification of inaccurate or incomplete personal data;
- request erasure of your personal data where the applicable legal conditions are met;
- request restriction of the processing of your personal data;
- receive personal data in a commonly used electronic form where the right to data portability applies;
- object to processing of your personal data where processing is based on the legitimate interests of the College; and
- lodge a complaint with the competent supervisory authority.

In Poland, the competent supervisory authority is the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych – Prezes UODO).

Concerns and contact details

If you have any concerns about the way your personal data is being processed or have a question about this Privacy Notice, please contact the College's Privacy Office:

By email: privacy_office.pl@coleurope.eu



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By post:

Privacy Office
College of Europe in Natolin
Nowoursynowska 84
02-797 Warsaw
Poland

In person: after arranging an appointment.

The College of Europe in Natolin has appointed a Data Protection Officer to supervise the processing of personal data.

The Data Protection Officer can be contacted by email at:

iodo.pl@coleurope.eu

For practical questions relating specifically to your mentor profile or participation in the Natolin Mentoring Programme, you may also contact the Capacity Building Office at: capacity.building.pl@coleurope.eu

Changes to this notice

The College may amend this Privacy Notice where necessary. Any material changes relevant to participants in the Natolin Mentoring Programme will be communicated through an appropriate channel.