



College of Europe
Collège d'Europe



Privacy Notice

College of Europe – Bruges Campus

Purpose of this Notice

The College of Europe, Bruges Campus ("We", "us", "our", "College") is committed to protecting your privacy.

"You" and "your" refers to those we process personal data of such as but not limited to prospective and current students, alumni; employees including but not limited to job applicants and collaborators; visitors (website and physical); external parties; individuals with whom the College has a professional relationship either directly or via another organisation.

This notice explains how we will collect and use your personal data in accordance with the GDPR¹.

Controller and responsibility

The College, represented by its Rector, is the data controller for processing personal data of its students, employees, researchers and visitors.

Why do we collect personal data?

We collect, store and process personal data for the purposes of our service provision within the broad framework of education and research, including advanced Master programmes, high-level executive training and organisation of high-profile public events; and in order to comply with statutory obligations.

There must be a legitimate basis in order for the College to be allowed to process your personal data. The College uses – depending on the type of personal data concerned – as legitimate basis : a legal obligation, performance of an agreement, a legitimate interest or consent.

The main purposes are the following:

- Educational administration and support
Student application and admissions management, student administration, issuing certificates, diplomas and degrees, administration of awards, courseplanning, health, safety and security, administration of complaints and disputes, student careers contacts, organising and managing academic conferences and events, provide study choice support, conduct surveys, supporting and managing extra-curricular activities, managing alumni contacts, ...
- Research
Management of research activities, hosting research chairs and centres, administration of visiting scholars, ...
- General management
General management of the College such as but not limited to organisation of several regulatory or managerial groups, ...

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1)

- Human resources management
Recruitment and selection, managing wages and salaries, insurance management, presence and time registration, travel management, administration of absenteeism due to e.g. illness, training of staff, resolving disputes, well-being at work (prevention advisor and a confidential advisor), reintegration, organisation of works council and other regulatory groups, ...
- Finance and business management
Financial administration, payroll administration, customer and vendor management, management of payment systems, fundraising and donations, procurement, ...
- Facility management
Office allocation and management, room allocation and management, security management, catering and restaurant management, ...
- General processes
Library management, ICT services, Reprography and distribution of course and related material, archiving and records management (digitally and physical), administration and management of communications, mail office activities, ...
- Communication and marketing
Newsletters and promotional e-mails, organisation and management of events and related activities, managing public relations and the College network, ...
- Professional services, projects and partnerships
Implementation of executive training courses, tailor-made services, ...

Categories of personal data being processed

The College gathers personal data of different categories of individuals: prospective and current students, alumni; employees including but not limited to job applicants and collaborators; visitors (website and physical); external parties; individuals with whom the College has a professional relation either directly or via another organisation.

Who processes your personal data and to whom is it disclosed?

By default, your information is not shared with any other party, nor will we sell your personal information.

We may disclose and share your personal data with our service providers, who are working with us to perform functions and process user data on our behalf and are necessary for the execution of the agreement (e.g. mailing list services) or when legally obliged (e.g. work permit registration).

We may also disclose your data to third parties when we are legally obliged to comply with statutory obligations, such as court orders or to cooperate with authorities as the police.

In some cases, the College provides personal data to countries outside the EU, e.g. for communication with international students who are to study at the College and College students studying abroad (MATA study programme).

How do we protect and safeguard your information?

All personal data collected is internally processed only by designated College staff members or agents (such as service providers) and stored on systems which abide by the College's security rules and standards. In case other controllers process your personal data, we refer to the notices of these controllers.

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up-to-date. We have, for example, measures in place to protect against accidental loss and unauthorized access, use, destruction, or disclosure of data.

How long do we keep your data?

The College will keep your data only as long as necessary for the fulfilment of the institutional purposes mentioned above.

Your rights as an individual

We thought it would be helpful to set out your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data unless there are legal grounds not to do so;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form (data portability); and
- object certain processing of your personal data by us.

Please see <https://www.dataprotectionauthority.be> for further information on the above rights. You may also contact the Privacy Office for further information.

You have a right to complain to the local Data Protection Authority - in the College's case this is the Belgian Data Protection Authority - about the way we process your personal data. Please see <https://www.dataprotectionauthority.be>.

Additional notices and guidance/policies

We also have some additional notices, guidelines and policies with further useful information about the way we process your personal data for specific purposes such as but not limited to our websites and events.

These notices can be found at <https://www.coleurope.eu/privacy>.

Concerns and Contact Details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Privacy Office.

- By e-mail: privacy_office.be@coleurope.eu.
- By post: Privacy Office; College of Europe, Bruges Campus; Dijver 11; 8000 Brugge; Belgium
- By phone: +32 50 47 71 11.
- In person is also possible after an appointment is made.

If you think we have infringed your rights, you have the right to lodge a complaint with the Belgian supervisory authority.

Changes to our policy

From time to time, we may update this privacy policy. We encourage you to periodically check back so that you will always know which information we collect, how we use it and to whom we disclose it.
