

## **EUTERP Foundation Data Privacy Policy (Amended)**

1. In accordance with recent European legislation<sup>1</sup>, we process personal information for certain legitimate purposes, which include some or all of the following:
  - where processing data enables us to enhance, modify, personalize or otherwise improve our services and communications for your benefit
  - to identify and prevent fraud
  - to enhance the security of our network and information systems
  - to better understand how people interact with our websites
  - to provide communications that we think will be of interest to you.

Whenever we process data for these purposes we shall ensure that we always keep your Personal Data rights in high regard and take account of those rights.

### 2. When You Provide Personal Details to Us

#### 2.1 Registering as a National Contact Point or EUTERP Associate.

- When you register with us for either of the reasons listed above, we need to know your name, email address (online only), telephone number (optional), invoice and delivery addresses, and, sometimes payment details including credit or debit card number details, together with other information as may be appropriate, such as a brief c.v. and a photograph. This enables us to process and fulfil your request and to notify you in the event of any queries. We may also request your telephone number which allows us to contact you if there is a problem with your registration.
- We may occasionally send you emails relating to your request, such as confirmations and other important information where you will have given us your consent as part of the email request and registration process,
- We will not share your name and address and details with others without your specific agreement.
- We never share your email address(es) or telephone number(s) with other companies to promote goods and services unless we have sought your permission.
- We may ask you for some additional information from time to time to help us improve our service to you – this is entirely voluntary and will be clearly highlighted as such.
- If you wish to have your name and address suppressed from receiving future mailings and emails all you need to do is contact us and all further contacts with you will cease as appropriate.

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<sup>1</sup> The General Data Protection Regulation 2016/679

- We may track your patterns of behavior to help ensure that we only send you mailings and emails that we consider relevant to you, and ensure we minimize impacts upon both cost and the environment.

## 2.2 Email Newsletters

- When you provide us with your email address when subscribing to our newsletter, you agree to receive email newsletters from us. Each of these emails provides you with a facility to easily unsubscribe to further emails should you wish to do so.
- In addition, you may unsubscribe by emailing us at [secretary@euterp.eu](mailto:secretary@euterp.eu)
- We promise never to bombard you with emails.

## 2.3 Online Registration to participate in a course, seminar or workshop

- When you register your personal details online, which could include any of the details also listed under 2.1 above, we may contact you by email or post to confirm your registration and interest in our courses, seminars and workshops.

## 2.4 Participation in European projects

- When you participate in one of our European projects, we need to register your personal details, we may contact you by email or post to confirm your participation and will need details of bank accounts into which funds should be paid.

## 2.5 Other communications

- You will not receive any regular emails, unless you have either registered with us, joined the EUTERP Foundation LinkedIn Group or follow us on Twitter.

## 3. Making it Easy to Change Your Preferences

To make it simple and easy for you, we summarize how you can opt-out of receiving further communications from us, and have your personal details deleted and processing of your data stopped.

### 3.1 Unsubscribe to Newsletter

- Follow the instructions at the bottom of any email newsletter you receive from us or
- Contact us at [secretary@euterp.eu](mailto:secretary@euterp.eu)

### 3.2 Opt-Out of Postal Mailings

- If you no longer wish to be involved in the EUTERP Foundation and receive mailings from us, simply let us know via [secretary@euterp.eu](mailto:secretary@euterp.eu)

You may request us not to process your personal data for any purpose in future and to delete all personal information that we hold about you, which will include your name details, phone number(s), email address(es).

- To do so, please either email us (from the email address you registered with us) or write to us in person, providing those details and your address together with any other email addresses you may have provided in the past. To meet our obligations under data protection legislation we regret that we cannot accept such instructions by phone.
- Do please note that a better alternative is to ask us to suppress all communications to you.
- Deleting your personal details means that we may contact you in the future as a prospective candidate for newsletters, courses, seminars or workshops but if you wish to query any previous registration or other details, you will need to send us copies of the relevant correspondence / documents.

#### 4 Cookies

- The EUTERP Foundation takes your online privacy seriously so we try to minimize the use of any browser technology which collects or saves visitor information that is not required to enable a visitor to browse effectively on our website and ensure a successful relationship with you.
- We may also store information about you using cookies which we can access when you visit our site in future.
- Information on deleting or controlling cookies is available at [aboutcookies.org](http://aboutcookies.org)
- Do please note that by deleting our cookies or disabling cookies you may not be able to access certain areas or features of our site.

#### 5 Sharing Your Data

- We will never share your data with retailers or others to receive postal mailings (we will never share email addresses and phone numbers with them) unless we have been granted your permission.
- To manage our work programme we do share your data with other organizations (for processing purposes, as set out at the beginning of this document) that have undertaken to adopt the same high standards of care to process data on our behalf.

EUTERP Foundation, 17 April 2018  
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