

# Privacy Policy

Coppieters Foundation is a European Political Foundation, founded and recognized by the European Parliament in accordance with Regulation (EU, EURATOM) No 1141/2014, with its seat at Boomkwekerijstraat 1, 1000 Brussels.

The processing of personal data is subject to Belgian law and the 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).

Coppieters Foundation is committed to ensuring the privacy of all our users. This privacy policy statement is intended to inform you, in a transparent manner, what data we collect, store, use, and disclose when you visit our website and interact with us, the purposes for collecting it, what we do with it, and the rights you have regarding the processing of your data.

By using the Coppieters Foundation website ([www.ideasforeurope.eu](http://www.ideasforeurope.eu)), you consent to the terms of this privacy policy.

## What information do we collect?

### 1. Information you provide to us

When you visit the Coppieters Foundation website, we do not collect your personal data unless you choose to provide it, for instance to join our mailing list.

In such cases, personal data may be processed via external secure sites, which are committed to confidentiality (e.g. [Mailchimp](#)). We collect your personal data so that we are able to send you newsletters, event invitations, policy papers and publications that are most relevant to you. We provide users the opportunity to unsubscribe from our mailing lists through an "unsubscribe" button, which is available at the bottom of all e-mails.

We collect, store and process all the information you enter on our websites or provide to us in any other way:

When you subscribe to our newsletter and event invitations, we collect your name, surname, email address, and professional information. We keep your personal data as long as you do not unsubscribe.

When you subscribe to receive our publications, we also collect your postal address. We keep your personal data as long as you do not unsubscribe.

When you subscribe to our events at international organisation, we collect your name, surname, email address, professional information, citizenship, ID/passport number, and date of birth for the purposes of accreditation for two years. The information will be securely destroyed hereafter.

When you apply to one of our vacancies or traineeships, all of the application information contained therein is stored on our email server(s) as well as on back-up drives and/or on paper for two years. The information will be securely destroyed hereafter.

Coppieters Foundation will not sell, rent, loan, trade, or lease any personal information collected online or offline. All information shall be kept absolutely confidential unless given consent to by the user.

## **2. Anonymised information we automatically collect when you use our website**

### Google Analytics

This website uses Google Analytics. Google Analytics is a tool that allows the behaviour of users on a website to be analysed to help a website owner to provide the best user experience.

Anonymised information is collected during user visits to the Coppieters Foundation website and processed by Google Analytics. This includes data on device type, browser type, operating system type, screen resolution, time spent, new vs. returning visitor, frequency, recency, engagement, mobile network, location (country and city), language, gender, and age – to understand how our website is being used and how to improve it.

### Cookies

Cookies are small, simple text files that are saved on your computer or mobile device when you visit our website.

Google Analytics generates cookies to let us know when and how often you visit our website. This cookie doesn't store any personal information – it simply allows the website to distinguish one anonymous user from another when serving website pages. This allows the website to provide basic functionality such as a browsing history for a particular user, or to be able count the total number of users currently viewing the site.

These cookies cannot be used to identify individuals; they are used for statistical purposes only and the data never shows any confidential information. Cookies do not give us access to the rest of your computer and we will not use cookies to track your online activity once you leave our website.

The data itself is only visible to the website owner (Coppieters Foundation), the website provider ([WordPress](#)), website programmer ([Roger Pau](#)), and the relevant team at Google. We do share anonymised statistics on e.g. the numbers of unique users visiting our site with our Bureau, Advisory Scientific Council, and members.

You may visit our website anonymously. Except as described in this privacy statement, we do not collect identification data of our visitors. You can restrict or block cookies used by the website through your browser settings but this will impact your user experience on our website. You can visit [www.aboutcookies.org](http://www.aboutcookies.org), which provides directions on how to block cookies on all major browsers. This site also explains how you can delete cookies that have already been stored on your computer as well as general information about cookies.

### Links

Throughout our web pages, we provide links to other servers and websites which may contain information of interest to our readers. We take no responsibility (and shall have no liability) for, and exercise no control over, the organisations, views, or accuracy of the information contained on other servers and/or websites.

### Social media websites

This website includes functionality to interact with social media websites such as Facebook and Twitter that allow interaction with a wide range of third party social media websites. You should be aware that these sites may set cookies while you're using this website. For more details, please consult the privacy policies of the services in question.

This website includes video/audio content from Vimeo or YouTube. You should be aware that these sites may set cookies while you're using this website. For more details, please consult the privacy policies of the services in question.

## How we use personal data we collect

We use the personal data you provide:

- To keep you informed about our work, such as upcoming events, new publications, open calls for summer schools, and job vacancies (via our newsletters and event invitations);
- To administer our events, including for registration and accreditation;
- To communicate with you via email or respond to any enquiries you may make;
- To evaluate and improve our website to ensure that content is presented in the most effective manner for you, including troubleshooting, data analysis, statistical purposes;
- To comply with applicable legal requirements and industry standards;
- To perform auditing, research and analysis in order to maintain, protect and improve our services.

We will only contact you with our updates if you have said that you want electronic communication from us. All our emails will offer you the chance to decline future emails.

## Your rights

You have the right to request access to the personal data we have from you.

You may also exercise your right to review, update, correct, restrict or delete your personal data at any time. We want to make sure the information we hold about you is correct. If you ask us to update, correct, restrict or delete your data, we will do so.

Please note that we may be required to retain and use your information if necessary to comply with legal obligations.

You have the right to data portability (meaning to request your data to be transferred to another organisation in machine readable standard format).

You can always opt-out of disclosing information to us, but keep in mind some data may be needed to take advantage of some of our services (newsletter, event registrations, etc).

You always have the right and ability to opt-out of receiving communications at any time, by using the unsubscribe link in the emails communications we send or by contacting us.

You can contact us by email at [info@ideasforeurope.eu](mailto:info@ideasforeurope.eu) or in writing at:

Data Controller  
Coppieters Foundation  
Boomkwekerijstraat 1, 4<sup>th</sup> floor  
BE - 1000 Brussels

Should you deem that any of your rights have not been respected, you may also lodge a complaint with the Belgian Commission for the Protection of Privacy ([www.privacycommission.be](http://www.privacycommission.be)) at any time.

For more information about data protection and your rights, see the information on the European Commission's website at [https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en)

## Do we share your data?

Coppieters Foundation does not share personal data from our website with third parties such as marketing and research companies.

Under certain circumstances, we may be required to disclose your personal data in response to valid requests by public authorities, including to meet national security or law enforcement requirements.

## Security

Security for all personal data is important to us. We store your personal data securely, and use appropriate technical, organizational and administrative procedures designed to protect the information we collect from loss, misuse, unauthorised access or disclosure, alteration or destruction, and to meet the requirements of national and European Union laws and ensure the protection of your rights.

While we make every reasonable effort to ensure that information sent to us is done so securely, we cannot guarantee complete security of information transmitted to us through the internet. When you transmit information to us via the internet, you do so at your own risk. Unauthorized entry or use, hardware or software failure, and other factors, may compromise the security of user data at any time.

## Changes to this privacy policy

This policy was written on 24 May 2018, and will be reviewed no later than 23 May 2019.

We will update this policy if our practices change, or as we develop better ways to keep you informed about them. Please refer to this page for the latest information and the effective date of any changes. If we decide to change this policy, we will post a new policy on our website and change the date. Changes to the policy shall not apply retroactively.