



Privacy Policy

Updated 10/4/2018

This statement refers to the privacy policy of the association UNICollaboration and its related websites and the services we provide: the UNICOLLABORATION organization's website (<https://www.unicollaboration.org/>) and its associated online services such as the UNICOLLABORATION training platform (<https://unicollaborationtraining.org/>), the virtual exchange platform <http://uni-collaboration.eu/>, and research we carry out with and for external organizations. As we gather individuals' personal data (name, email, affiliation) through these sites, its publishing and processing falls within the provisions of 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**. This privacy policy explains the way in which UNICollaboration uses personal data, and how the privacy of this data is being protected. This policy may be updated from time to time and our website will indicate the date the policy has last been updated.

What is the purpose of the data collection?

There are three main UNICollaboration platforms which involve the collection and processing of personal data. These are:

- **UNICollaboration website** The website **allows** individuals to register and pay to become individual or institutional members of the organization and to subscribe to the mailing list. This enables registered members to receive emails, newsletters and other notifications related to UNICollaboration activities, as well as surveys and other methods of gathering feedback from participants strictly related to the organization's activities.
- **UNICollaboration virtual exchange platform** provides the ability for individual educators to register on the platform, provide information about their classes when looking for partners, sign up for a newsletter, post and share information about their classes, sample projects, tasks and task sequences and contribute to a forum and comment on posts. The UNICollaboration VE platform also allows registered users to search the database of the UNICollaboration classes to find potential partners for their projects, make contact with potential partner teachers which the participants have the option to accept or decline.
- **UNICollaboration Moodle training platform** enables individual teachers to enrol as participants for training and engage in educational activities such as participating in forums, doing quizzes, assignments and video conferencing. Platform users can choose whether to receive notifications in their mailboxes. The platform also allows teachers to manage their

own courses, have students register and access their data, design teaching and learning activities.

Users may be asked to login and authenticate yourself before you can use some of these features.

UNICollaboration Virtual Exchange platform (<http://uni-collaboration.eu>)

- Enable registered users of the platform to communicate with each other through the community building features of UNICollaboration. This includes the ability to post user generated content, as well as view and make comments on the posts of other participants. They may also report posts that concern them to UNICollaboration administrators. These posts must comply with the [Terms and Conditions of use of the UNICollaboration platform](#), available online. They may also upload an avatar to their profile, and indicate their current location, languages spoken, institutional affiliation(s) and contact information.
 - Enable members to maintain personal, class and institutional profiles
 - Enable members to create sample projects, tasks and activities, uploading materials to these, and evaluate others' tasks and activities.
 - Enable registered members to receive emails, newsletters and other notifications related to UNICollaboration, as well as surveys and other methods of gathering feedback from participants. It is possible for UNICollaboration members to define which communications they wish to receive.
 - Enable registered members to search the database of classes in order to find potential partner classes,
 - Enable registered members to get in contact with selected members, if the participant agrees to be contacted by other members (opt-in mechanisms).
 - Enable UNICollaboration administrators to manage the database of UNICollaboration members and provide assistance.
 - Enable UNICollaboration administrators to send information and notifications about UNICollaboration and other related activities to members.
 - Enable UNICollaboration administrators to analyse data on registered participants and to analyse feedback received from participants.
 - Enable UNICollaboration administrators to review posts and comments submitted by members, and those reported by participants, and take necessary action if these do not comply with the [Terms and Conditions of use](#). Contributors must agree to the terms and conditions before posting.
- **UNICollaboration training (<https://unicollaborationtraining.org/>)**
 - Enable UNICollaboration training course participants to access the platform, receive email notifications about platform activities, allow course participants to communicate with one another within the platform and engage in teaching and learning activities.
 - Enable UNICollaboration members to host their Virtual Exchanges within the platform, allowing access to their partner teachers and students, designing teaching and learning activities, interactions and assignments.
 - Enable trainers to review posts and comments submitted by participants, and those reported by participants and take necessary action if they do not comply with the terms and conditions of use.

- Enable UNICollaboration to provide regular reports about participation to project funders (European Commission). Data will be anonymised and aggregated according to country of participation, gender and age
- Enable UNICollaboration to carry out scientific and statistical research. For this purpose all data will be anonymised in accordance with art. 5 and 89 of GDPR

What personal data do we collect in the UNICollaboration sites

- **UNICollaboration website for membership registration and training registration**
 - Members of the public who decide to join the UNICollaboration organization must provide the following information: Name, surname, email address, institution, address, city, postcode, country
- **UNICollaboration Virtual Exchange platform (<http://uni-collaboration.eu>)**
 - Individual members of the public are asked to provide a username, full name, institution and email address and write a motivation for requesting to become a user (being a teacher or academic with interest in virtual exchange), which is reviewed before individuals are given a user account.
 - Registered users can then voluntarily provide further information about themselves: background information, role in institution, time zone, native language and other languages spoken, Skype username, Facebook, Twitter and other linked accounts. The site is supported by Janrain Engage
 - Registered users can also provide information about their classes if they are looking for partners, about their institutions, with links to institutional websites. They can also create tasks, task sequences, sample projects and collaborations which are showcased on the platform. These then appear in the user's profile page as achievements. Tasks and sample projects can be rated by other platform users.
- **UNICollaboration training (<https://unicollaborationtraining.org/>)**
 - Members from eligible countries who decide to register for training to develop transnational Erasmus+ Virtual Exchange Projects are asked to provide the following information: Name, family name, email address, affiliation, address, city, postcode, country

Which technical means do we use for processing your data?

The data collection and processing is done in Europe using a range of GDPR compliant services:

UNICollaboration website, membership and mail

Mijndomein.nl

Mailchimp

Registration for training courses, Research project data

G-Suite

Zoom (will be GDPR compliant by May 25th 2018)

UNICollaboration training

Aruba (hosting Moodle for UNICollaboration training)

Zoom (will be compliant by May 25th 2018)

Who has access to your information and to whom is it disclosed?

UNICollaboration website for membership registration and training registration

- The general public will see the names of the executive board and authors or individuals mentioned in news items
- Only members of the UNICollaboration Executive Board and authorised representatives only can access personal details of registered members.

UNICollaboration Virtual Exchange platform (<http://uni-collaboration.eu>)

- Only members of the UNICollaboration Executive Board and authorised representatives only can access personal details of registered members.
- The general public see the names of registered users of the platform associated with classes, institutions, tasks, task sequences, forum posts and sample projects. The general public will also see the user generated content posted on the areas about tasks, classes, institutions, tasks and sequences and the forum.
- Registered users can view and maintain their personal data by logging into their account. They have the right to delete their account at any time. Registered users are responsible for the quality of their own data.
- Registered users can also view, share, edit and delete the posts they submit to the forums. They may also view and comment upon the posts submitted by other participants, and report posts to UNICollaboration administrators if they feel they break the Terms and Conditions of use.
- Registered users can upload, amend or delete their profile avatar and location.
- Registered users are accessible by other registered users in the ways that they have agreed to (contact form, email, other means made available on site).

- The user generated content (tasks, task sequences, sample projects, classes, institutions) and comments posted by UNICollaboration members are also accessible to UNICollaboration administrators.
- **UNICollaboration training (<https://unicollaborationtraining.org/>)**
 - Members of the UNICollaboration training team and Moodle platform managers and administrators have access to registered user data.

How long do we keep your data?

Personal data contained within user accounts held in the UNICollaboration website will be deleted two years after the last time the users logged in to use these accounts.

How can you access your personal data, verify its accuracy and, if necessary, correct it?

UNICollaboration Virtual Exchange platform (<http://uni-collaboration.eu>)

- Registered users can view and maintain their personal data by logging into their account. They have the right to delete their account at any time. Registered users are responsible for the quality of their own data.

UNICollaboration website for membership registration and training registration

You have the right to access the stored personal data and, if necessary, ask for your data to be corrected, by contacting the Data Controller of UNICollaboration at

info@[unicollaboration.org](mailto:info@unicollaboration.org)

UNICollaboration training (<https://unicollaborationtraining.org/>)

- Registered users can view and maintain their personal data by logging into their account. They have the right to delete their account at any time. Registered users are responsible for the quality of their own data.

What are the security measures taken to safeguard your information against possible misuse or unauthorised access?

The data is safeguarded by UNICollaboration covered by the numerous defensive measures implemented by UNICollaboration to protect the integrity and confidentiality of the electronic assets of the association.

UNICollaboration undertakes to adopt technical and operational security measures relevant to the risk inherent in their processing of the personal data of participants, in order to:

- prevent any unauthorised person from gaining access to computer systems processing personal data, and especially (a) unauthorised reading, copying, alteration or removal of storage media, (b) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data, (c) unauthorised persons from using data-processing systems by means of data transmission facilities;
- ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- record which personal data have been communicated, when and to whom;
- ensure that personal data is being processed in accordance with the data protection provisions laid down in the GDPR;
- ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- design its organisational structure in such a way that it meets data protection requirements.

Whom to contact if you have queries or complaints about data protection of individuals?

You should contact the Data Controller for UNICollaboration at info@unicollaboration.org