

# AE Privacy and Data Protection policy

May 2018



The Academia Europaea (AE) is a membership organization and a registered charity. The AE is a data controller and is committed to protecting your personal member data and working in accordance with all relevant data protection legislation. Your data is used only for member engagement activities, including internal fundraising. This Privacy Notice explains how the AE processes and uses the personal data we collect about our members.

## WHAT DATA DO WE HOLD?

The AE may hold data relating to you from a number of sources. The majority of data we hold on members is that which you provide either during your nomination and election process and during the subsequent membership acceptance period, when you complete one of our data forms, when you make an annual membership contribution, or make a donation or payment for other purposes or engage with us in any other way for example as an invited panel expert.

Our records may include any/all of the following:

- Educational and professional academic information
- Personal identifiers and biographical information – for example date of birth, current and past employment, publications and research records and similar information and awards, honours and other indicators of international standing as an academic.
- Contact details – institutional and/or private address data, email addresses, website URLs, telephone. (all of these are updated whenever you tell us about changes)
- Preference information- how we communicate with you

We may also augment data you provide, with data which is publicly available, for example we may record:

- Your career details and other achievements taken from your institutional/employer public website or personal website, or other publically distributed media sources

By attending the AE events you consent to the use of your photographs and/or films on the AE website and for the promotion of AE activities.

We are required to ensure that data we hold about you is as accurate as possible, therefore we may update your details based on reliable publicly available sources. For example we may update your address, telephone number or business details and email address. We do not purchase personal or professional data from third party sources, directories or other such media.

By accepting membership of the AE, and completing the acceptance forms you are agreeing to make your personal data available to us for the purpose only of maintaining your active membership and for internal organizational membership communication purposes. We will retain your data until such time that you cease to be a member through

## ACADEMIA EUROPAEA

Room 251, Senate House  
University of London  
Malet Street  
London WC1E 7HU  
Tel: +44 (0) 207 862 5784  
execsec@acadeuro.org  
www.ae-info.org

President:  
Professor Sierd Cloetingh  
Registered at Companies  
House: 7028223  
Registered in England  
as a not-for-profit charity:  
1133902

resignation. We do not keep any personal financial information (such as bank or card details) other than a simple record of your annual membership payments (amounts and date paid) for the purpose of membership administration.



## COOKIES

The AE site uses cookies. Information about the cookies we use is available at <https://cookiesandyou.com>

## GOOGLE ANALYTICS

The AE website uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics uses “cookies”, which are text files placed on your computer, to help the website analyze how users use the site. Google Analytics process your data on the basis of their prevailing legitimate interest to cost-efficiently generate easy to use website access statistics (Article 6(1)(f) General Data Protection Regulation). Privacy Statement for Google Analytics (here comes the link to AE page with the statement).

## HOW DO WE USE YOUR DATA?

The AE is an organization of internationally recognized and excellent individual academic scholars and researchers that are elected in recognition of international excellence in their own fields. As a not-for-profit registered charity, we seek to promote scholarship and learning and the expertise of our members. The AE therefore primarily uses your data to communicate information about the individual expertise of members to the wider public, and to enhance the collaborative opportunities across disciplines within the organization and for the promotion of benefits and services to members. These can include:

- Sending magazines or e-newsletters/letters
- Inviting members to events
- Seeking members as leading experts
- Establishing groups of members for projects and activities
- Publishing activities
- Contact for the purpose of annual subscription or fundraising

These activities may include you being contacted by staff located at our HQ office, or from any of our Regional Knowledge Hubs, or by Class or Section chairpersons, or by members of our Board of trustees.

In order to better manage our costs, we now communicate with individual members predominately by e-mail and e-newsletter, very occasionally by post and rarely by telephone.

If you do not wish to be contacted at all by any means, please contact the Executive Secretary ([Execsec@acadeuro.org](mailto:Execsec@acadeuro.org)). This will have an impact for your annual financial contribution and your membership status.

The personal data will be stored for as long as you are a member of AE.

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## HOW WILL WE SHARE YOUR DATA?

Individual member data is accessible only to the individual member and also to authorized members as follows:

All member data is accessible securely to HQ staff and the staff at the Regional Knowledge Hubs and Graz Data centre. For specific purposes only or on request to Class chairs and the Chairs of our Academic Sections for the purposes described above. Access is managed by the Graz data controllers and authorised by the Executive Secretary.

Limited data may be disclosed to other external organisations acting as our agents: for example to mailing houses; to conference organisers, to publishers, to prize and award committees (such as the Nobel Prize organization), to the European Commission for the purpose of project work that the AE may be engaged in and any contracted partners in such projects.

We may share data with other individual members on request and for bona fide activity within the scope of the AE mission, duly authorised.

Data is never shared with other organisations to enable other charities to contact individuals in a non-approved manner.

The AE DOES NOT sell data, or allow third parties to sell on our data where that data has been shared for legitimate and authorised purposes.

## HOW DO WE PROTECT YOUR DATA?

Member data is held securely on a membership database that is held at and managed by staff at the AE Data centre based at the Technical University of Graz. Individual members may access and manage their personal data via an account. Other access is as described above. A copy of the membership database is held by the HQ office for member financial contribution and journal subscription management purposes. Only the Executive Secretary and Administrative manager have access to this data.

## YOUR RIGHTS

As a member you have the right to:

- Ask to see, correct, or delete the data we hold about you
- Object to specific data uses, as described above
- Object to receiving communications and direct marketing
- Ask for the transfer of your data electronically to a third party
- Withdraw your consent to us processing your data at any time. However, this does not affect the lawfulness of processing based on your consent before its withdrawal.

If you ask us to delete your data, this effectively will mean resignation from membership. Under these circumstances we will retain a skeleton record comprising name, membership number, date of election and

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resignation and the name of the section that you were a member of. You will then cease to be contacted in any way by the AE. NO financial or other records will be retained.

## OTHER INFORMATION

The request for the consent of the data subject is based on the legal justification for processing your data according to Article 6 of Regulation (EU) 2016/679).

The legal basis for processing your personal data for the purposes as described above is that it is necessary for the pursuit of our legitimate interests to support our vision as a registered charity.

This Privacy Notice will be kept under review. Any changes will be posted and updated on our website and you should check this page on a regular basis to make sure that you are aware of the latest version.

The AE Data Protection Officer (DPO) is responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at [Execsec@acadeuro.org](mailto:Execsec@acadeuro.org). You can also contact the DPO if you have any queries or concerns about how we process your personal data. You have the right to lodge a complaint with the UK Information Commissioner's office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

**This Privacy Notice was created in May 2018.**



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