

# The Hague Academy Privacy Statement and General Conditions

## Privacy Statement

The Hague Academy of International Law processes personal information and other data in accordance with applicable legislation. With effect from 25 May 2018, the General Data Protection Regulation (GDPR) is being actively enforced. This means that the same privacy legislation will apply across the whole of the European Union (EU).

Your privacy matters a lot to us and we handle your personal data with care. Below, you will find details of exactly what you can expect from us and the rules we apply.

### **1. Definitions**

*personal data* means any information relating to an identified or identifiable natural person;

*processing* in the sense of processing of personal data means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### **2. Applicability**

This Privacy Statement applies to the processing of personal information (hereinafter referred to as personal data) provided by students, professors, alumni, visitors, guests, donors, associates and other contacts as well as data obtained through visits to and the use of the website <https://www.hagueacademy.nl/>.

### **3. Controller**

The controller responsible for processing data is Stichting (Fondation) Academie De Droit International de La Haye / the Hague Academy of International Law Carnegie Foundation (*Carnegie-Stichting*), Carnegieplein 2, 2517 KJ, The Hague, registered in the trade register of the Haaglanden Chamber of Commerce under number 41149769.

We will be happy to answer any questions you may have. For this, please contact our privacy officer by email at [privacy@hagueacademy.nl](mailto:privacy@hagueacademy.nl).

### **4. What personal data does the Hague Academy of International Law process?**

- Gender
- First name
- Surname
- Date of birth
- Country of birth
- Nationality or second nationality
- Passport id
- Correspondence address

- Phone
- E-mail
- Photo (optional)
- Working language
- Native language
- Banking details (optional)
- IP-address
- Position

## 5. Why do we process this personal data?

We need certain personal data to implement an agreement. For instance when you register for a course at the Hague Academy of International Law, you enter into an agreement with the Hague Academy of International Law and certain personal data needs to be recorded so that it is clear who is taking the course. Some data is recorded so that we can provide services. This applies for example to signing up for a newsletter, donating to a cause, expressing an interest in something or wanting to contact the Hague Academy of International Law for any other reason. We also process personal data in order to optimise the design of the website based on information that we obtain from the use of and visits to our website.

We process personal data for the following specific purposes:

- Statutory obligations

A small portion of the data processing is the result of statutory obligations. This primarily concerns personal data that we need in order to meet our obligations to pay tax.

- Students section

Personal profile

The Hague Academy of International Law website allows potential students to create a personal profile. This is your own responsibility and you will need to add some of the personal data mentioned earlier. You manage and update the profile data yourself. Once you have created a profile, you can register for a course or programme at the Hague Academy of International Law using your login code.

Students' personal data is needed to organise the course activities at the Hague Academy of International Law. In this respect, with the student's permission, personal data for example may be shared for the purposes of visiting an international organisation or an embassy the participants wish to visit. Personal data is also shared with the security department of the Carnegie Foundation, so that an access pass can be made for the duration of your course and for guided tours of the Peace Palace. This is because the Hague Academy of International Law is located in the grounds of the Peace Palace, which is owned and managed by the Carnegie Foundation. With the student's consent, personal data is shared with third parties for the purposes the accommodation. In addition, and again with the student's consent, data can be shared with other students and invited professors (name, country of origin, e-mail).

- Library membership

Everyone registered on a course will automatically become a member of the Peace Palace library, which is part of the Carnegie Foundation. Personal data is used to make the library passes. This enables the library to provide the best possible service, for example by supplying any information you request or processing any information you provide.

- Alumni list

When registering, all students can state whether they wish to remain in the Hague Academy of International Law CRM system after the course so that they can receive relevant information (newsletters, courses, events, lectures etc.)

- Services

You can contact us via various channels such as telephone, post, email, Twitter, Facebook, LinkedIn or by using the feedback link. We also process personal data in order to make that possible.

- Newsletters

You can register for various newsletters, such as the newsletter of the Hague Academy of International Law or the Peace Palace library newsletter. The newsletters contain information about activities, services and other information of interest. If you no longer wish to receive a newsletter, you can unsubscribe in any email.

- Visitor records

Certain personal data may be used to contact you about an event you wish to attend, if you have visited or otherwise contacted us in the past.

Visitor details are also recorded for safety reasons. The safety of all visitors and employees of the institutions housed in the Peace Palace is our responsibility and is of great importance to everyone on the Peace Palace grounds. Personal data that can be processed for this purpose includes camera images or vehicle registration details if you have been permitted to drive onto the site by car. There are cameras in various places on the Peace Palace site and in the buildings in order to protect access to the building and Carnegie Foundation property.

- Fundraising and donations

If you make a financial contribution to our objectives as a donor or sponsor, the Hague Academy of International Law collects contact details, such as name or company name, address, telephone number, email address, job description, areas of interest and bank details. This is done in order to maintain contact with everyone and provide relevant information.

- Improving the Hague Academy of International Law website

We also keep records of your personal data to improve our services via the website. This concerns general information about website visits, without identifying the visitors, such as IP addresses, the time that you visit us and the topics you view when clicking on them.

The Hague Academy of International Law can anonymise the personal data and then use it at aggregated and anonymised level for research purposes and to optimise its services and activities. The aggregated and anonymised data cannot be traced back to you as an individual.

### *Basis for processing*

As explained above, we process data in order to meet a statutory obligation, to execute an agreement and otherwise in the justified interests of the Hague Academy of International Law. Finally, we process certain data with your permission.

## **6. Your personal data and third parties**

The Hague Academy of International Law never sells your personal data to third parties. However, the Hague Academy of International Law does make use of the services of other parties. This happens only after security and privacy screening and after the company concerned has signed an agreement regarding the use and protection of personal data. See point 8 for further information.

## **7. Your rights**

The GDPR gives you certain rights. We do our utmost to meet this requirement. To exercise your rights, you can contact our privacy officer via [privacy@hagueacademy.nl](mailto:privacy@hagueacademy.nl). You can also use this email address if you have questions about the way in which the Hague Academy of International Law handles your data or any other questions or comments about this privacy policy. You have the following rights:

- **Information and access:** Of course, you can obtain information at no charge about your data that is processed by the Hague Academy of International Law.
- **Right to rectification:** If you believe that we have inaccurate information about you, you can arrange to have your data changed by notifying us about this.
- **Right to be forgotten:** You are also permitted to ask us to erase your data from our database. However, you must realise that we cannot always comply. For example, if you are or have been a donor, the Tax and Customs Administration requires us to retain agreements for seven years. In addition, if you ask us to stop approaching you with fundraising requests, we need to keep your name in order to be able to exclude you from our future campaigns. Of course, if we cannot honour your request, we will notify you as to the reasons.
- **Right to restriction of processing:** If you believe that we are processing your personal data unlawfully or improperly, you can also have this processing restricted.

We will handle any of the above requests to consult, adapt, restrict or delete personal data immediately and you will be notified about the action taken in response at the latest within a month of receiving your request.

- **Right to object:** If you wish to object to the (continued) processing of your personal data, you can contact us. The Hague Academy of International Law will handle your objection immediately, at the latest within one month, and will delete any relevant personal data, unless we are obliged to retain it as a result of a statutory obligation. If this is the case, we will notify you of this.

- **Right to data portability:** If you wish, you can obtain your personal data from us in a machine-readable format, for example if you would like to transfer it to another organisation. To do this, please contact us.

In addition, you can also withdraw your permission, for example to receive e-mailings.

If you have any complaints about the way in which the Hague Academy of International Law processes your personal data or handles your requests, you can contact our privacy officer. If this still does not resolve the issue, you can always make use of your right to submit a complaint to the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

## **8. How does the Hague Academy of International Law protect your personal data?**

a. The Hague Academy of International Law has taken appropriate technical and organisational measures to protect your personal data. This protects your personal data against unauthorised or unlawful processing as well as deliberate loss, destruction or damage.

b. In providing our services, we enlist third parties to process personal data. If these third parties process personal data in providing their services, they do this in the capacity of what is known as *processor* for the Hague Academy of International Law. The service provider concerned receives only the necessary data from us and is obliged to protect your personal data. An SSL certificate has been installed on all webforms. In addition, the data is stored in a secured database. We enter into agreements with all our processors that oblige the processor to observe all of the obligations in the GDPR and in this privacy policy.

### *Links*

The Hague Academy of International Law website include a number of links to other organisations' websites. The Hague Academy of International Law is not responsible for the way in which these parties process personal data. For this, you can read the privacy statement of the organisation concerned.

## **9. Retention periods**

We retain your data insofar as this is necessary to achieve the purposes for which we are processing your data and for no longer than is permitted by law. The ultimate retention period depends on the type of personal data. Immediately after a course or program of the Hague Academy of International Law, the Hague Academy of International Law will erase and/or anonymise the personal data unless obliged by law to retain certain personal data for longer or unless you have given permission.

## **10. Cookies**

In offering its services, the Hague Academy of International Law uses cookies. A cookie is a small, simple file containing data that is stored on the hard drive of your computer or is in your browser session.

The **Cookie statement** provides you with all you need to know about the use of cookies by the Hague Academy of International Law.

## **11. Changes**

The Hague Academy of International Law reserves the right to make changes to this privacy statement.

To be sure of the current privacy policy, you should regularly check this privacy statement.

### **Cookie statement**

In offering its services, the Hague Academy of International Law uses cookies.

#### **What is a cookie?**

Cookies are small, simple text files that your computer receives when you visit our website. Cookies are used on practically all websites. The use of cookies is important for the service provided by the Hague Academy of International Law via the website and we would therefore like to inform you as fully as possible about our use of cookies.

With the help of cookies, the Hague Academy of International Law can ensure, for example, that you do not repeatedly receive or have to enter the same information when you visit our website. This makes using our website easier for you. Thanks to cookies, we can also see how the website is being used and where we can still make improvements. The cookie statement explains which cookies the Hague Academy of International Law uses to make its online services possible.

#### **Types of cookies**

The cookies used by the Hague Academy of International Law can be divided into different types:

##### **1. Necessary cookies and cookies for requested services**

Some cookies are essential to ensure our website works effectively or in order to provide you with a service you have requested, such as an automatic log-in or the automatic completion of your details.

##### **2. Optimisation cookies**

One of the reasons we use these cookies is to collect information. This information shows us which pages are visited the most, which pages are effective and which result in error messages. We use this information to optimise user convenience on the website and the Hague Academy of International Law does not track individual visitors.

The Hague Academy of International Law website uses Google Analytics, a third party. Google Analytics is a Google service for collecting statistics and data from a website and providing a detailed summary of it. Using Google Analytics, we can view data about visitors' behaviour, how many there are, where they come from and which pages are visited. This enables us to respond more effectively to users' needs. The information collected by Google Analytics is used only to provide the Hague Academy of International Law with information about the use of the website and is not shared with third parties.

### 3. Social media cookies

If you are logged on to your social media websites (Facebook, Google, etc.) and have given permission on the Hague Academy of International Law website for this category of cookie, you can make use of additional features. This includes sharing information simply by using Facebook Like, Google+, Twitter, etc. For details of the cookies used by social media parties and any data they may collect using them, we refer you to the statements these parties provide about this on their own websites. Please note that these statements may change regularly. The Hague Academy of International Law has no influence on this.

#### **How can you refuse cookies?**

You are always entitled to refuse cookies. To do this, you can adjust the settings on your web browser (for example, Internet Explorer, Google Chrome or Mozilla Firefox) to refuse all cookies or only specific cookies (for this, consult your web browser guide). If you refuse cookies, it is possible that you will not be able to use certain services on the website properly or they may not be available to you.

#### **General Conditions**

Information on the General conditions related to the courses and programmes of The Hague Academy of International Law can be found on the Practical Information web pages:

<https://www.hagueacademy.nl/practical-information-courses-and-programmes/>.

#### **Fee cancellation**

The registration fees for the Academy programmes are not refundable except in cases of serious medical emergency or other exceptional circumstances, which must be proven to the Academy, who will evaluate them.