

## IIG - DATA PRIVACY NOTICE

International Institute in Geneva(IIG) is a higher-education institute and processes personal data primarily to offer academic services. IIG is committed to maintaining the security and integrity of the personal data in compliance with the Swiss Federal Act on Data Protection (FADP) and the European General Data Protection Regulation (GDPR). This privacy notice informs you of our policies regarding the collection, use, disclosure of personal data and your rights in relation to that data.

In the context of this Privacy Notice, IIG is the controller of your personal data. As a Swiss-based non-profit foundation, IIG is directly subject to the Swiss Federal Act on Data Protection ("FADP"). It's Data Protection Officer can be contacted at [dpo@iig.ch](mailto:dpo@iig.ch)

### Reasons for processing your personal data and on what legal basis do we do so?

The IIG needs to collect and process personal data in order to provide teaching, learning and research as well as to enable the necessary function of the institution and comply with its statutory obligations. Your Personal Data is processed based upon your consent at the time you initially contacted and/or the contract we have entered into with you when you accept our offer. We process personal data in accordance with the provisions of the law on the Swiss Federal Act on Data Protection (FADP) and the European General Data Protection Regulation (GDPR). Where the IIG is processing your data on the bases of your consent, you can withdraw your consent at any time as explained in the "Your rights" section below.

In addition, we add you to our mailing list, so that we can send you details of other programs and services provided by us or by our partners that we believe may be of interest to you. We may also send our newsletters which allow us to share news about new courses we offer and news about the school. You may also be invited to some events. You may manage your communication preferences or unsubscribe from them at any time by clicking on the link at the bottom of each communication email or sending an email to [info@iig.ch](mailto:info@iig.ch).

## What sources and data do we use?

The IIG will collect personal data in different ways during its relationship with you and when you use our services. These will include:

- Information you provide through our IIG's website ([www.iig.ch](http://www.iig.ch)) and other IIG digital platforms
- Information you provide on enrolment to our programs and during your period of study
- Information you provide when you attend IIG events (e.g. Open days, Conferences, Seminars)

When IIG's website and social media sites are used, we collect browsing-related data (e.g. anonymised IP addresses, which pages visited, date/time, type of device and browser used) for analytical and service improvement purposes. Some additional data (e.g. title, names, date of birth, place of birth, nationality, address, city, country, email, phone, emergency contact person) are collected with your consent when "Contact us" and "Apply Online" forms are filled through IIG's website.

When you accept our offer and become a student of an IIG program, some additional data (e.g. biography, payment details, grades, attendance, pictures, and videos) are collected for the execution of the contract with you.

During different IIG events, some pictures and videos may be taken of students and participants for communication and marketing purposes.

For other educational contexts including research, some other personal data might also be collected by IIG, partner universities, and researchers.

## Privacy/security

We take appropriate precautions to protect Personal Data from loss, misuse, unauthorized access or disclosure, alteration or destruction. Access to your data will only be granted to those employees who require it to fulfill their tasks.

## Reasons your personal data may be shared

Where there is a legitimate need or statutory obligations the IIG may disclose necessary personal data to third parties including our partner universities, external moderators, internship organizations, external benchmarking assessment center(Peregrine) and relevant Swiss Government Departments. Some of these organizations might be in countries outside the European Union or Switzerland (known as third countries).

We may never sell, or make any form of profit from, information we hold about you.

## How long your personal data will be held

IIG will retain your personal data for as long as our legitimate interests exist or your consent has not been revoked.

## Cookies/web storage

The IIG may use cookies and web storage on its website. You can at any time prevent cookies from being stored by our website by means of a corresponding setting on your internet browser and thus permanently prevent them from being placed. Moreover, previously stored cookies can be deleted at any time via your internet browser or other software programmes. Please refer to IIG's Cookie policy for more details.

## Your rights over the data we hold?

You have the right to ask:

- to see your personal data and we will provide you with a copy;
- that we update or correct your personal data;
- that we restrict the processing of your personal data;
- us to delete your personal data once we no longer need to process it in accordance with our legal obligations, or need it to defend a legal claim;
- and that we stop sending you program information in the future.

You have the right to object, revoke your consent, at any time to processing of your personal data.

All of these rights exist for you with IIG, and if for whatever reason you feel that your rights have not been upheld, then please in the first instance please contact our appointed Data Protection Officer(DPO) at, [dpo@iig.ch](mailto:dpo@iig.ch), so we can seek to resolve the issue. The DPO is the person in charge of supervising that we comply with this data privacy notice and ensuring that we process said personal data correctly and duly protect the affected parties. The DPO's functions include receiving and answering questions, doubts, suggestions, and complaints raised by people whose data we process.

If you are still not satisfied with this exercise of your rights, you may lodge a complaint with the competent data protection supervisory authority.

## Changes to the data privacy notice

We reserve the right to change this data protection notice at any time, the most up to date version may be found on this page of our website. The date of the last update can be found below.

## Contact Us

If you are concerned with any matters relating to data privacy notice, please contact our data protection officer(DPO):

By mail: IIG - International Institute in Geneva

Data Protection Officer

20, Route de Pre-Bois

1215 Geneva

By e-mail: [dpo@iig.ch](mailto:dpo@iig.ch)

By phone: [+41 22 710 71 10](tel:+41227107110)

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