

# Privacy Policy - EUROPEAN FEDERATION OF STEAME TEACHER FACILITATORS ACADEMIES (EFSTA)

## Article 1

### Subject

The EFSTA respects the privacy of any individual and states that any personal data provided to the EFSTA by any means is collected, used and stored in an adequate manner.

In this privacy statement, the EFSTA informs you of the manner in which personal data is collected and used as well as how you can amend your data or have it removed.

This privacy statement provides information for visitors to the Federation platform, members of EFSTA, purchasers of products or services, individuals submitting a registration or application or other sort of submission via the website or e-mail, as well as participants/exhibitors at one of our events.

Besides this privacy policy, the terms of use and acceptance are also applicable upon the use of its website ([federation-steame-academies.eu](https://federation-steame-academies.eu)). If you do not agree with these terms or conditions, please refrain from using the websites of EFSTA.

## Article 2

### General Data Protection Regulation (GDPR) legislation

The General Data Protection Regulation is applicable to the data collection and processing by the EFSTA as the EFSTA is a non-profit organization under the laws of Cyprus. It might however be possible that foreign data protection legislation (implementing the General Data Protection Regulation) is also applicable on the data collection and processing by the EFSTA. If you are of the opinion that the EFSTA needs to comply with specific foreign data protection legislation and is not currently compliant, please inform us.

## Article 3

### What personal data do we collect and how it is collected?

We only store personal data that is provided to us. This includes, but is not restricted to, all data provided when registering for one of the EFSTA events or requesting membership, subscribing to services via the website or for any networking facility or proposal/project partnership, by e-mail or fax, or during a telephone conversation or in person. This data includes, but is not limited to, personal data such as your name, job title, institution/company, e-mail address, business address and telephone number, as well as debit/credit card account information or other information required to process payments on your behalf.

In addition, EFSTA services may also share data with other organizations in the case of joint or collaborative events.

## Article 4

### Aims and Objectives

The EFSTA processes your personal data only for specific aims of the association. Below we give a brief description of these aims, also known as the purpose for use.

The EFSTA processes your data in the following situations:

1. Creation and maintenance of a EFSTA membership account:

- a. To ensure the accuracy of collected and stored data.
- b. To provide you with information regarding the EFSTA's activities.

2. Membership:

- a. To fulfil the commitment that the EFSTA has towards you as a member or contract party. For example, your membership of the EFSTA requires us to provide you with confirmation, a receipt, information on EFSTA benefits, as well as events organised by, or on behalf of, the EFSTA.
- b. To process payments and provide proof of payment.
- c. To produce confirmation of membership, on request, via direct contact with a third party authorized by the data subject.
- d. To create a membership directory to facilitate networking between members. Exclusion from this list is available on request.
- e. To facilitate networking between members by offering a member messaging service. Exclusion from this service is available upon request.
- f. From time-to-time to survey our members to better improve our service.

3. Event registration and participation:

- a. To process payments for services, events or products.
- b. To create an event list of participants consisting of name, job title, organisation and country, which is shared with other attendees of the conference to facilitate networking. Exclusion from this list is available upon request.
- c. To keep you updated on event registrations you have made as well as the results, eg certifications you have gained.
- d. To request feedback on events you have attended in order to improve our events and training programmes.
- e. To produce certificates of attendance.
- f. To invite you to possible project partnerships.
- g. To send you funding alerts.
- h. To aid in a visa application for attending an event, if needed.
- i. To have a third party create participant badges required for access to the event.
- j. To provide information opportunities for internships. Exclusion from this service is available upon request.
- k. The EFSTA can make and publish photos and/or films during EFSTA events for the purposes of publicity, advertising, trade or promotional materials. You cannot derive any rights from this publication.

4. Subscription to e-mail communication:

- a. To send you e-mail communication tailored to your preferences.

5. Purchase registration for products/services through the EFSTA web payment system, if available:

- a. To process payment.
- b. To fulfil our contractual obligations and deliver the product to you, either digitally via e-mail or physically through the post.
- c. To inform you of similar or related products that may be of interest to you.

6. Use of our website:

- a. To analyse the use of the website and to gain insights in its usability, we may track our site using *Google Analytics or equivalent tools*. This helps us to see how often

our website is used, on which dates and times, on which locations and for how long. Please note that in your browser and in your mobile device you can switch off the sharing of this data.

## **Article 5**

### **What is the legal basis of processing?**

The updated GDPR regulations require a legal basis for each processing of personal data. The personal data you share with us is processed based upon:

1. The performance of a contractual relationship with you or to take steps at your request prior to entering into this relationship.
2. Your consent. If we use this basis of processing we will request for your specific, informed consent in such way that you can freely give this. You have the right to withdraw your consent at any time by simply informing us that you withdraw your consent. This withdrawal will not affect the use of your data prior to the withdrawal.
3. A legal obligation with which we need to comply.
4. A legitimate interest of the EFSTA in which situation your interest or fundamental rights do not override the EFSTA's interest.

## **Article 6**

### **Who has access to your data and to whom is it disclosed?**

Your personal data will primarily be accessible for employees of the EFSTA, all of whom have signed a non-disclosure Article in their employment agreement with the EFSTA. By creating a membership account or registering for an event, your name, organization, job title and country may be visible on the website via, but not limited to, the membership directory and event list of participants to facilitate networking between members or participants. The messaging service allows fellow members or participants to contact you via e-mail through EFSTA so your email is never published or distributed. Your e-mail address is not visible until you choose to reply and continue contact through your own e-mail system. Exclusion from this service is available on request.

Further information relating to speakers, trainers, electoral candidates, and members of the EFSTA leadership may also be visible. Information such as, but not limited to, photo, biography, personal statement and abstract submission content.

We only share your details with third parties for logistical purposes, under the guidance and control of the EFSTA. Your data is never shared for the purpose of marketing to or contact by third parties for any services other than those offered by the EFSTA.

Only when legally obliged to do so, we will provide your data to authorities, other parties, persons or supervisory bodies, in-line with GDPR regulations.

## **Article 7**

### **How do we protect and safeguard your information?**

The EFSTA takes the storage and security of your data seriously. Our primary database is located onsite on a dedicated, secured server. Physical access is limited to staff essential for its maintenance. Remote access is secured through industry standard firewalls managed by our third party IT infrastructure provider. A back-up of this database, crucial in case of damage or hardware failure, is securely stored at a data centre.

Unfortunately, internet use cannot be completely secured. We, therefore, do not guarantee any aspect related to security or safeguarding of information you have provided us via a data connection.

## **Article 8**

### **How can you verify, modify or delete your data?**

You have several rights regarding the processing of your personal data. You have a right to request access, correction, deletion, restriction of the use of your data. Please do not hesitate to contact us if you want to exercise any of your rights. To request a copy of the personal data processed by the EFSTA please contact us at: EFSTA, 36 Stasinou street, Office 102, Strovolos 2003, Nicosia, Cyprus

## **Article 9**

### **How long do we keep your data?**

We keep your personal data for as long as we consider this necessary to meet the aims and objectives as mentioned in Article 4.

## **Article 10**

### **Are you obliged to provide us your personal data?**

When requesting membership, registering for an event, making a submission or making a purchase, you are obliged to provide us with your personal data as it is not possible for us to provide our services without this data. It is your choice to register for any events/services, make a submission or make a purchase.

## **Article 11**

### **Can this privacy statement be modified?**

Yes, we are authorized to modify or alter this privacy policy from time to time. An alteration or modification can result from unforeseen circumstances, future legislation or changed policies within the EFSTA. We will inform you of such alterations or modifications on our website.

## **Article 12**

### **Cookies**

The EFSTA uses cookies on its website. Cookies, generally known as “functional cookies” are used to store your personal settings, such as your membership account details and password. Legislation allows us to use these functional cookies without your consent, you can control these settings through your web browser.

## **Article 13**

### **Contact information**

If you have any questions and/or remarks on this privacy statement, please let us know. You can contact us by sending a message to our Office: EFSTA, 36 Stasinou street, Office 102, Strovolos 2003, Nicosia, Cyprus, [info@federation-steame-academies.eu](mailto:info@federation-steame-academies.eu) .