

# CREATIVE SKILLS WEEK PRIVACY POLICY

## 1. GENERAL

- 1.1. <https://creativeskillsweek.eu/> is the official website of the [SACCORD](#) project (funded by the Erasmus plus Forward-Looking Project Scheme, the project is co-funded by the European Union) and the [CYANOTYPES](#) project (which is part of [Alliances for Sectoral Cooperation on Skills](#) co-funded by the European Commission Erasmus+ Programme, the project is co-funded by the European Union) managed by [ELIA](#), within a consortium of 8 partners at SACCORD and within a large consortium of 20 partners and 24 associate partners at CYANOTYPES, who respect the privacy of its users (hereinafter “Users”).
- 1.2. ELIA deals with the personal data transmitted to it in accordance with the legislation in force, and in particular the [General Data Protection Regulation \(GDPR\)](#) of 25 May 2018 and its executive decrees.
- 1.3. Access to the <https://creativeskillsweek.eu/> (hereinafter “the Website”) implies full and unconditional acceptance by the user of this Privacy Policy (hereinafter “PP”), as well as its Terms of Use (hereinafter the “ToU”).
- 1.4. The User acknowledges having read the information below and authorizes ELIA to deal, in accordance with what is specified below, with the personal data he/she/they communicates on/to the Website within the framework of the service proposed by ELIA (hereinafter the “Service ToU”).
- 1.5. By providing information to Users, ELIA may be required to amend and adapt the PP, in order to comply with any new applicable legislation and / or regulations, the guidelines, recommendations and good practice of the European Data Protection Committee and the decisions of courts and tribunals in this field.
- 1.6. The PP is valid for all the hosted pages on the Website and for the savings of this Website. It is not valid for the hosted pages by third parties that ELIA may redirect to and where their privacy policies may differ. ELIA cannot be held responsible for any data processed on these Websites or by them.

## 2. RESPONSIBLE FOR PROCESSING

- 2.1. Access to the Website shall in principle be possible without having to provide personal data, such as, for example, surname, first name, postal address, e-mail address, industry sector and occupation.
- 2.2. However, as part of the Service, the User may be required to transmit certain personal data. In such case, the organisation in charge of processing these data is:  
ELIA – Stichting A Lab, Lab 106, Overhoeksplein 2, 1031KS Amsterdam, NL

Any question or request concerning the processing of these data may be addressed to the following address: [info@creativeskillsweek.eu](mailto:info@creativeskillsweek.eu)

## 3. COLLECTED INFORMATION

### 3.1. DATA TRANSMITTED TO ELIA BY ACTIVE INTERVENTION OF USERS

By browsing the Website, filling out forms or newsletter subscriptions on the Website or through social networks linked to Creative Skills Week, the User allows ELIA to register and maintain, for the purposes mentioned in point 4, the following information:

- identification data, such as surname and first name, e-mail address and contact information;
- communications between Users and ELIA;

- the additional information requested by ELIA from the User in order to identify or prevent him/her/them from breaching any of the provisions of the PP; and
- any other information voluntarily transmitted to ELIA by the User for a determined purpose in the PP, in the ToU, on/to the Website or on any other communication tool used by Creative Skills Week.

### 3.2. DATA AUTOMATICALLY TRANSMITTED TO ELIA WHEN CONSULTING THE WEBSITE

#### 3.2.1. "COOKIES"

In order to facilitate browsing the Website and optimize technical management, the Website may use "cookies".

A "cookie" is a small file containing information saved by a website on the computer or an application on the user's smartphone. This "cookie" can be retrieved during a subsequent visit to the same application or website. The "cookie" cannot be read by another website than the one that created it. The Website uses "cookies" for the purposes of good administration of the Website, to save the User's browsing preferences, or to obtain information on the visited pages and the dates and times of visit.

Most "cookies" only work for a session or a single visit. It is also possible for the User to set up his browser to be informed during each creation of "cookie" or to prevent their saving, individually or not. However, disabling cookies may prevent access to certain parts of the Website or making access more difficult.

Subject to the prior consent of the User, the Website may also allow the use of third-party cookies, including the following:

#### Social Media Channels

The Website uses the social modules of social network providers. These social modules establish a direct connection to the server of the social network via the User's browser. The social network provider on which the User has clicked receives information that the User has visited the Website. If the User is registered and identified on the relevant social network, the provider can correlate the profile of the User with the visited website. The network provider can then establish future interactions. If the User is not registered with the social network, the provider can save the IP address of the User. In order to avoid transferring these data to the social network provider, the User must not click on the button corresponding to the social network.

#### 3.2.2. REGISTERED INFORMATION ON VISITED SERVERS

When the User accesses the Website, the visited servers automatically save certain data, such as the type of domain with which the User connects to the Internet, the IP address assigned to the User (when logged in), the date and time of access to the Website and other traffic data, location data or other communication data, viewed pages, type of browser used, platform and / or system, the search engine as well as the keywords used to retrieve the Website, etc.

However, no personal data identifying the User is collected through these savings. This information is kept for statistical and improvement purposes only.

## 4. PURPOSES OF PROCESSING

### 4.1. GENERAL PURPOSES

Without prejudice to what has been specified under point 3.2. concerning the automatically transmitted data, the Website collects, saves and processes the personal data of its Users for the following purposes:

- to analyse, adapt and improve the content of the Website;
- to carry out internal statistical surveys and to deploy various statistical systems and studies;
- to allow the User to receive messages and manage his/her/their account from different devices (computer, tablet, smartphone, etc.);
- to detect and / or prevent fraud or similar activities of an illegal nature;
- to facilitate the provision and use of the Website and improve the Services offered by ELIA as well as the experience of the Users;
- to respond to requests for information;
- for any promotions actions offered by Creative Skills Week to Subscribers to the Mailing List;
- to inform them about the evolutions of the Website and its functionalities; and
- for any other purpose for which the User has expressly consented.
- The privacy policy of collected personal data in connection of specific event can be found under the Creative Skills Week Terms and Conditions.

#### 4.2. COMMUNICATION TO THIRD PARTIES

Creative Skills Week considers personal data as confidential information. It shall not communicate them to third parties under conditions other than those specified in the PP or under the conditions in which it is required by law, including the competent authorities who request it. Creative Skills Week may transmit to third parties the personal information of its Users insofar as this information is necessary for the execution of a contract with its Users. In such a case, such third parties shall not communicate this information to other third parties, except in one of the following two situations:

1. disclosure by these third parties of such information to their suppliers or subcontractors to the extent necessary for the performance of the contract, and
2. where such third parties are obliged by the regulations in force to disclose certain information or documents to the competent authorities regarding the anti-money-laundering, as well as to any competent public authority in general.

The disclosure of such information to the aforementioned persons shall in all circumstances be limited to what is strictly necessary or required by the applicable regulations.

In order to discover new products to its users that maybe of interest to them, Creative Skills Week may also disclose the personal information of its Users to third parties, insofar as the Users have explicitly consented to it.

#### 4.3. TRANSFER TO A COUNTRY NOT A MEMBER OF THE EUROPEAN ECONOMIC AREA

Creative Skills Week does not transfer data to a country which is not a member of the European Economic Area unless it provides an adequate level of protection within the meaning of the law of 8 December 1992 on the protection of privacy, or within the limits permitted by the same law, for example by ensuring the protection of data by appropriate contractual provisions.

#### 4.4. DIRECT MARKETING

Personal data will not be used for direct marketing purposes for products or services other than those to which the User has already subscribed, unless the User has explicitly consented thereto by ticking the boxes provided for this purpose (“opt-in”).

When the User has given his/her consent for the use of these information for direct marketing purposes, the User retains the right to oppose such use at any time, upon request and free of charge. To do so, the User must unsubscribe with the corresponding link by ticking the box of the Website. The User shall in all cases be responsible for the veracity of the data provided and shall inform ELIA of any amendments to the data.

## 5. SECURITY

5.1. ELIA has taken the adequate measures to ensure that the servers hosting the processed personal data prevent, to the extent possible:

- the processing, access or unauthorized modification of these data;
- the inadequate use or disclosure of such data; and
- the unlawful destruction or accidental loss of such data.

5.2. The Users undertake not to commit any acts which may be contrary to the present PP, the ToU or, generally, the law. Offenses against the confidentiality, integrity and availability of computer systems and saved data, processed or transmitted by such systems, or the attempt to commit any of these offenses, are punishable by three months to five years’ imprisonment and by a fine of twenty-six euros to two hundred thousand euros or by one of these penalties only.

## 6. CONSERVATION PERIOD

Creative Skills Week will normally keep the personal data of its Users for the necessary duration for the accomplishment of the pursued purposes (see point 4). Creative Skills Week may also continue to maintain personal data concerning the unsubscribed User, including any correspondence or request for assistance addressed to ELIA, in order to be able to answer any questions or complaints that may be addressed to it.

## 7. RIGHTS OF THE CONCERNED PERSON

7.1. The Users not logged in will be required to provide consent before providing any personal data to any form on the website. Once consent is given, it is stored in a cookie on that user’s browser session. The cookie is valid for that current session, so the user does not have to consent multiple times if they are submitting multiple forms. When that cookie expires, if the user clears cookies or cookies are automatically cleared when the browser closes, the user will have to provide consent again if they are submitting a form on the website.

7.2. In the context of logged in Users, the consent can be tied to the Member Id as opposed to a session cookie. When a logged in User gives consent, that consent is valid for 1 year from the date consent was given. The logged in Users can either acknowledge and agree to consent or deny access. If they deny consent, they will not be able to login to the site.

7.3. The User may at any time request access, rectification or, if necessary, deletion to/ from his/her personal data, with the exception of those which ELIA would have a legal obligation to keep, by sending a written request accompanied by a copy of his identity card or passport to the data controller:

- at the following postal address: ELIA – Stichting A Lab, Lab 106, Overhoeksplein 2, 1031KS Amsterdam, NL
- to the following email address: [info@creativeskillsweek.eu](mailto:info@creativeskillsweek.eu)

7.4. ELIA will then take the necessary measures to satisfy this request as soon as possible.

8. APPLICABLE LAW AND COMPETENT JURISDICTION

8.1. The PP shall be governed by Dutch law to the fullest extent permitted by the applicable rules of private international law.

8.2. In the event of a dispute concerning the validity, application, interpretation or enforcement of the PP, the courts of the judicial district of Amsterdam shall have exclusive jurisdiction, to the fullest extent permitted by the rules of private international law.

8.3. Before undertaking any legal dispute resolution, the User undertakes to resolve the dispute by amicable means by contacting ELIA directly, if necessary, by mediation, before resorting to arbitration, litigation, or any other means of dispute resolution.

9. ADDITIONAL TERMS APPLYING TO REGISTERED DELEGATES FOR CREATIVE SKILLS WEEK EVENT

9.1. When registering for Creative Skills Week, participants' data is included in the two financing project mailing lists, CYANOTYPES' and SACCORD's. Under no circumstances is the database data sold for commercial purposes.

9.2. Registered participants are listed in the event overview which will be distributed to the event's delegates. Usually, this data would be: name, surname, institution, job title and country. Collected information may differ depending on the event requirements, e.g. questions may be asked related to dietary preferences, session selection etc. These details may also be available to parties directly associated with the Creative Skills Week event, including the venues and accommodation suppliers, for logistics purposes only.

9.3. Participants might be asked separately in the event registration form whether they do not wish to share their email addresses with the other event delegates.

9.4. Registered participants will get access to the event APP, the CSW event platform provider is [PINE EVENTS](#).

9.5. By registering, delegates give ELIA permission to produce audio, photography and video recordings during the Creative Skills Week event and to publish these materials on the Creative Skills Week website and channels (e.g. social platforms) and other Conference materials.

9.6. With the registration to Creative Skills Week, delegates may subscribe to the Creative Skills Week mailing list. Any user can unregister from the Creative Skills Week mailing list anytime using the "Unsubscribe" link included in all mailings. The Creative Skills Week mailings are solely sharing information relevant to CSW and the topic of skills and education in the cultural and creative industries sector.