

Cranium Campus

Privacy Policy

Last update: December 14 2017 version 1.00

The controller

The personal data that are processed through this website, are being processed by Cranium Campus, a solution by Cranium Belgium NV, Excelsiorlaan 43, 1930 Zaventem, company number 645.867.372, as the controller.

Principles for processing personal data

Cranium Campus is a solution offered by Cranium Belgium NV, acting as an independent educational institution that provides trainings by recognised experts with years of experience in the field of data protection, privacy and security.

Cranium Campus acknowledges the importance of data protection and privacy of personal data of its students and will treat the personal data of those concerned with due care. It explicitly confirms that all personal data will be processed in accordance with both the Belgian law of 8 December 1992 and the Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereafter GDPR) in as far as already possible and desirable.

Personal data can be defined as being any information relating to an identified or identifiable natural person ('data subject'). Cranium Campus may process the following data (both physically and through this website) which may include personal data of the data subject:

- Personal contact details:
 - last name
 - first name
 - title
 - e-mail
 - if applicable: contact person within the company
 - telephone number
 - remarks

- Data concerning nutrition with a view to providing meals

The data subject shall have the right to further complete the personal contact details. Cranium Campus will process these personal data of the students taking into account the following purposes:

- Administrative task in relation to the data subject's subscription to one of Cranium Campus' trainings
- Invite the data subject to events organized by Cranium Campus (for example: the Alumni event)
- Management of the student database
- Update on course material or trainings
- Information regarding Cranium Campus' activities
- Direct marketing purposes (such as promotions with regard to the products and services Cranium Campus provides to the data subject)

At all times, the data subject has the possibility to exercise his rights described in the General Data Protection Regulation. The data subject can exercise the following rights:

- **Right to information:** the data subject always has the opportunity to request all collected personal data (including processing purposes, categories of personal data, estimated retention period) for inspection.
- **Right to rectification:** the data subject always has the opportunity to have incorrect personal data corrected.
- **Right to erasure ("right to be forgotten"):** If the data subject wishes to have his or her personal data removed, the data subject can always contact Cranium Campus at privacy@craniumcampus.eu to request the removal of personal data by a simple free request.
- **Right to object:** if the data subject no longer wishes to be informed about any updates, receive direct marketing, the data subject is entitled to make such request by mailing to privacy@craniumcampus.eu or clicking on the unsubscribe-link available in Cranium Campus' e-mails. Please note that the data subject is not entitled to object to the processing of his/her personal data if such personal data is necessary for the execution of the agreement between Cranium Campus and the data subject or the data subject's company (for

example: for invoicing the data subject or the data subject's company for the ordered trainings...).

- Right to restriction of processing
- Right to data portability

Cranium Campus will refrain from disclosing personal data of the data subject to third parties as well as publicly disclosing data subjects' personal data.

Personal data of data subjects will only be communicated to third parties or external parties provided that consent of the data subjects was obtained.

Cranium Campus acknowledges that the protection of personal data is an essential part of data protection. Where it is impossible to fully guarantee security, Cranium Campus will provide appropriate technical and organisational measures to protect personal data.

Use of cookies

Cranium Campus processes through its website only personal data that are being collected automatically by using the website such as IP-address, your type of browser and operating system, the amount of times you visited the website and the pages you visited. These personal data are obtained by using cookies. Cranium Campus will only use these data for statistical and performance purposes on a global level. Therefore, Cranium Campus won't process data which could be linked to a natural person. This would require actions beyond reasonable effort, which Cranium Campus won't take. The data won't be used for marketing purposes either.

A cookie is a small amount of data generated by a website and saved by your web browser. Its purpose is to remember information about you. Cookies make it possible for a website to recognize your browser and to surf quick and easily on a website. They also make sure your personal settings and preferences are being saved so for example when you visit the website again, you don't have to select your language once more. Certain cookies can also be placed by a third party, for example Google Analytics to measure the use of the website (this are so called *third party cookies*). If you don't want a website to place cookies on your computer, you can change the settings of your browser accordingly.

How can you disable cookies?

If you choose to disable cookies, you can do so specifically for the type of browser you use.

- Internet Explorer: <http://windows.microsoft.com/nl-NL/windows7/Block-enable-or-allow-cookies>
- Chrome: <http://support.google.com/chrome/bin/answer.py?hl=nl&answer=95647>
- Firefox: <http://support.mozilla.org/nl/kb/cookies-in-en-uitschakelen-websites-voorkeuren?redirectlocale=nl&redirectslug=Cookies+in+en+uitschakelen>
- Safari: <http://support.apple.com/kb/PH5042>

Keep in mind that by disabling cookies, certain graphical elements may not be as appealing or it won't be possible to use certain applications. Cranium Campus does everything it takes to make sure the website runs smooth. However certain elements of the website require the use of cookies.

Cranium Campus uses several kinds of cookies. Certain cookies are used to make sure the website can run to its best extent. For the use of these cookies, Cranium Campus has a legitimate interest. The other cookies (*CatAccCookies* in particular) on the website, are used to comply with a legal obligation to which Cranium Campus is subject. More information on the lawfulness of processing can be found in the following table.

The following table shows which cookies process which personal data and for what purposes. The table also contains information on the retention period of the data and the justification of the processing activity is based (lawfulness of processing):

Personal data	Processing purpose	Cookie	Lawfulness of processing	Retention period
Cookie set by the UK cookie consent plugin to record that you accept the fact that the site uses cookies.	To be able to remember if you as a user accepted that the website uses cookies.	CatAccCookies	Legal obligation: Directive 2002/58/EC of 12 July 2002 on privacy and electronic communications	30 days

Session cookie set by Facebook used for website performance reasons.	To be able as a user to like, share and connect with the Cranium Campus social media page.	sf_pixel_ratio	Legitimate interest: proper functionality of the website	1 session
Session cookie set by Facebook used for website performance reasons.	To be able as a user to like, share and connect with the Cranium Campus social media page.	spb_image_resizer_pixel_ratio	Legitimate interest: proper functionality of the website	1 session
Cookie set by Facebook that contains a UNIX timestamp and a sequence number used for analytics and research.	To be able as a user to like, share and connect with the Cranium Campus social media page.	act	Legitimate interest: proper functionality of the website	1 session
Cookie set by Facebook that tracks your Facebook user ID when you are logged in.	To be able as a user to like, share and connect with the Cranium Campus social media page.	c_user	Legitimate interest: proper functionality of the website	90 days
Cookie set by Facebook that tracks statistical behaviour about your browser.	To be able as a user to like, share and connect with the Cranium Campus social media page.	datr	Legitimate interest: proper functionality of the website	2 years
Cookie set by Facebook that tracks the browser ID and user ID.	To be able as a user to like, share and connect with the Cranium Campus social media page.	fr	Legitimate interest: proper functionality of the website	90 days

Session cookie set by Facebook used for website performance reasons.	Performance	m_pixel_ratio	Legitimate interest: proper functionality of the website	1 session
Cookie set by Facebook used for site features and services.	To be able as a user to like, share and connect with the Cranium Campus social media page.	presence	Legitimate interest: proper functionality of the website	1 session
Cookie set by Facebook to identify browser for login authentication purposes and Used to improve friend suggestions	Identifies browser for login authentication purposes	sb	Legitimate interest: proper functionality of the website	2 years
Cookie set by Facebook to track the session number, session secret, secure flag and a unix timestamp.	To be able as a user to like, share and connect with the Cranium Campus social media page.	xs	Legitimate interest: proper functionality of the website	90 days
Cookie set by Google that contains a unique ID Google uses to remember your preferences.	To be able to show and let the user use the embedded Google Maps.	NID	Legitimate interest: proper functionality of the website	6 months
Cookie that is used so you don't have to request the acceptance of	WordPress sets this cookie when you navigate to the login page. The	wordpress_test_cookie	Legitimate interest: proper functionality of the website	1 session

cookies each time the user visits the website.	cookie is used to check whether your web browser is set to allow, or reject cookies.
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Changes to our Privacy Policy

We may change this Privacy Policy from time to time. We will be doing this by posting the updated version on the Cranium Campus website. When we publish changes to our Policy, we will change the date and version number of the “last update” of our Privacy Policy. Significant changes will be reported on our homepage. Nevertheless, we encourage you to read our Privacy Policy periodically.