

## **Crisis Management Innovation Network Europe (CMINE) – Privacy Policy - Users**

This Privacy Policy is made by ARTTIC S.A.S., a legal entity having its registered office at 58A, Rue du Dessous des Berges. Paris 75013 and registered with the Court of Registry Paris B 344 112 396 (1999 B 14233) under the number FR53344112396 (hereafter, the “**Company**”). It is effective on 11 June 2019.

On behalf of the DRIVER+ project the Company provides a Crisis Management Innovation Network Europe (CMINE) platform (hereafter, the “**Platform**”) to registered users and as such have a user account (hereafter, the “**Users**”). The Platform is available at the following url address [www.cmine.eu](http://www.cmine.eu)

The Company uses a customisable networking platform called “Hivebrite”, which enables the import and export of user lists and data, the management of content and events, the organization of emailing campaigns, the sharing of opportunity research as well as the management of funds and contributions of any kind.

In this regard, as data controller, the Company pays particular attention to the respect of its Users privacy and personal data protection. The Company is committed to ensure the compliance of its data handling as data controller with the applicable provisions of the “*Loi n°78-17 dated January 6, 1978, relative à l’informatique, aux fichiers et aux libertés*” and the EU Regulation EU 2016/679 regarding data protection dated April 27, 2016.

In order to do so, the Company has put in place an appropriate privacy policy which guarantees an optimal level of protection of its Users’ data.

This privacy policy is intended for the Users of the Platform of the Company.

### **ARTICLE 1. COLLECTED PERSONAL DATA**

#### **1.1 When subscribing on the Platform**

When registering to the Platform, the User is informed that his or her personal data is collected. They include

- Personal identification information (name, email, phone number, address, etc.);
- Information regarding professional background and expertise (university education, professional experiences and CV etc.).

The User commits himself or herself to only provide accurate, exhaustive, and regularly updated data regarding his or her identity and any information he or she posts on the Platform. Under no circumstances shall the Company be liable for any data that is illegal and contrary to public order provisions.

In case the User was not consenting to the collection of the above-mentioned data, he or she shall be informed that he or she cannot have access to the Platform.

#### **1.2 During the use of the Platform**

The User may validly publish, at his or her own initiative, any content on the Platform which shall be kept by the Company:

- for maintaining and advancing the community for the foreseen purposes.

The User commits himself or herself not to publish any content which contains, including but not limited to, any remarks/images/pictures, contrary to applicable laws and regulations, to public order and good morals, or affecting the rights of third parties, including but not limited to:

- Identity fraud of a third person;
- Remarks/publish pictures or images that are violent, defamatory, offensive, malicious, obscene, inciting to discrimination or hatred, racist, xenophobic, anti-Semitic, condoning or approving war crimes, inciting to committing a crime, offense, act of terrorism, or contrary to the security of minors;
- Counterfeiting the intellectual property rights of a third person;
- Commercial canvassing or elements that could be qualified as unfair competition.

In any event, Hivebrite shall not be liable for the content, accuracy, or up-to-date state of the information freely published by the User.

The User consents that, following the publication of the content, the information he or she provides will become public on the Platform and that as such, same information will be published, modified, translated, reproduced in any form and accessible, saved and reproduced by other Users and the Company.

In most cases, Users post contents without previous moderation from the Company. The Company does not alter the content or information provided by the User, except under exceptional circumstances. The Company reserves its right to freely delete or amend the content or information of the User, without prejudice to the Users.

If some content posted on the Platform was to contravene the present privacy policy, applicable laws or the rights of third parties, any person can alert the Company of the existence of such Content at the following address: [cmine-helpdesk@projectdriver.eu](mailto:cmine-helpdesk@projectdriver.eu).

The User is informed that the Company does not collect any particularly sensitive data as defined by applicable laws and regulations.

### **1.3 Cookie data**

The Company informs the User that Hivebrite, as well as its subcontractors, uses a tracking technology on its terminal such as cookies whenever the User navigates on the Platform.

A cookie is a message that, subject to the User settings, is sent to its terminal when the User navigates on a website. The aim is to collect data regarding the internet navigation of the User to send tailor-made services to its terminal (computer, mobile phone or tablet).

The cookies that are sent to the User's terminal are detailed under Article 2 of the present privacy policy.

The purpose of the process of the data collected through the cookies and the settings of such processing is detailed under article 9 of the present privacy policy.

## ARTICLE 2. THE PURPOSE OF THE DATA PROCESSING

The Company and its subcontractors collect, process and host personal data that are freely transferred by the User when accessing the services proposed by the Platform.

Collected Data	Purpose of the processing
When subscribing on the Platform: <ul style="list-style-type: none"> <li>Personal identification information (name, email, phone number, address, etc.);</li> <li>Information regarding professional background and expertise (university education, professional experiences and CV etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Access to the Platform;</li> <li>Creation of a user account;</li> <li>Access for the User to all functionalities of the Platform;</li> <li>Management of requests to access, amend, delete, limit and oppose.</li> </ul>
When using the Platform: <ul style="list-style-type: none"> <li>Content and contributions to the community;</li> </ul>	<ul style="list-style-type: none"> <li>The use and feeding of the Platform;</li> <li>Sending invitations for events organized by the Company or other Users, if the User has accepted to receive such invitations;</li> <li>Sending offers from the Company or its partners if the User has accepted to receive such offers.</li> </ul>
Cookies, trackers: <ul style="list-style-type: none"> <li>Add to calendar</li> <li>Keep active session</li> <li>The user/admin ID</li> <li>User first connexion</li> <li>Identify the user session</li> <li>Admin ID</li> <li>User search</li> <li>Google analytics #1, #2, #3.</li> <li>Linkedin</li> </ul>	<ul style="list-style-type: none"> <li>Improve the quality of the services proposed by the Platform;</li> <li>Improve the usage functionalities of the Platform;</li> <li>Create statistics regarding the effective use of the Platform;</li> <li>Enable the User not to have to reconnect to the Platform for every new navigation on the Platform;</li> <li>Invite the User to events organized by the Platform;</li> <li>Create statistics regarding the different levels of activity on the Platform. The cookies cannot allow to identify the User;</li> <li>Enable the synchronization of the User's LinkedIn profile;</li> <li>Manage banking transactions.</li> </ul>

The Company collects and processes the User's personal data for the sole purpose that the platform can be optimally set up and used. **USER'S CONSENT TO THE COLLECTION OF DATA**

The Company informs the User that no personal data as defined by applicable laws and regulations shall be collected without the prior explicit consent of the User.

The User expresses his or her consent upon when registering to the Platform, and after consulting this privacy policy.

The Company and its subcontractors commit themselves to a lawful and fair collection of the User's data, in full transparency and in compliance with the rights conferred to the User pursuant to applicable laws and regulations.

### **ARTICLE 3. LENGTH OF DATA RETENTION**

The Company informs the User that the data is retained only during the length of the User's registration to the Platform.

If the registration is terminated, the data collected for the registration as well as the content published by the User on the Platform shall be deleted after a period of 3 months.

In accordance with applicable laws, cookie data will be automatically deleted thirteen (13) months following their placing on the User's terminal.

Finally, the data regarding the identification of the Users in case of exercise of their rights pursuant to Article 6 of the present privacy policy shall be retained for (i) one (1) year in case of exercise of their access or rectification rights and (ii) three (3) years in case of exercise of their opposition right.

### **ARTICLE 4. OBLIGATIONS OF THE COMPANY**

As data controller and in accordance with applicable laws and regulations, the Company commits itself to:

- Only collect the Users' data for the strict purpose as described under article 2 of the present privacy policy;
- Keep a processing register;
- Put in place all necessary technical and organizational appropriate measures in order to ensure the security, confidentiality, integrity, availability and the resilience of the process systems and services;
- Limit the access to the Users' data to the persons duly authorized to this effect;
- Increase awareness and train staff members regarding the processing of personal data;
- Guarantee to the Users their rights regarding the access, portability, erasure, rectification and opposition in relation to the collection and processing of their data;
- Notify the competent supervisory authority of any security breach presenting a serious risk regarding the rights and liberties of the Users within 72 hours of the occurrence of such a breach;
- proceed with the deletion of the Users' data in the event of an absence of any contact with the Company for a period of three (3) years;
- Only subcontract the processing of the Users' data to Hivebrite which, as subcontractor, has put all necessary technical and organizational measures in order to guarantee the security, confidentiality, integrity, availability and resilience of the processing systems and services.

For any additional information on Hivebrite, you can consult the webpage available at the following address: [www.hivebrite.com](http://www.hivebrite.com).

### **ARTICLE 5. EXERCISE OF THE USERS' RIGHTS**

The User is duly informed of his or her rights to access, copy, rectify, oppose, limit and delete his or her data at any time, i.e. prior to, during or following the processing of data

The User can exercise his or her rights by sending an email to [cmine-helpdesk@projectdriver.eu](mailto:cmine-helpdesk@projectdriver.eu) or by mail to ARTTIC S.A.S (Project DRIVER +) 58A, Rue du Dessous des Berges, Paris 75013, France providing that the User justifies his or her identity.

In addition, in the event the User considers that his or her rights have not been respected, the User whose personal data has been collected can file a complaint with the competent supervisory authority (see competent authorities' websites for any additional information).

The list of competent supervisory authorities can be found here:

[http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm).

## **ARTICLE 6. HOSTING OF THE USERS' PERSONAL DATA**

The personal data collected by the Company is hosted by the following service providers:

Host	Nature of the hosting
Microsoft Azure Cloud  Privacy policy: <a href="https://www.microsoft.com/en-us/TrustCenter/Privacy/gdpr/default.aspx">https://www.microsoft.com/en-us/TrustCenter/Privacy/gdpr/default.aspx</a>	Hosting of all data and content produced / provided by the User, as well as images, profile pictures and backups
AmazonAWS  Privacy policy: <a href="https://aws.amazon.com/compliance/gdpr-center/">https://aws.amazon.com/compliance/gdpr-center/</a>	

## **ARTICLE 7. DATA BREACH**

In case of breach of its systems, or theft, deletion, loss, alteration, disclosure, unauthorized access, or any other malicious act which would present a serious risk for the USERS' rights and freedoms, the Company commits itself to notify the Users, within a period of seventy two (72) hours following the occurrence of the breach, of (i) the nature of the breach, (ii) the probable consequences of the malicious act, (iii) the appropriate measures proposed to remedy the malicious act.

The malicious act presenting a serious risk regarding the rights and freedoms of the Users shall be notified to the competent supervisory authority.

The User is duly informed that the Company shall not be liable in case of breach of IT security which can cause damages to computer equipment, as well as in case of breach or malicious act by a third party targeting the system or the Platform.

## **ARTICLE 8. COOKIE MANAGEMENT CONFIGURATION AND OTHER DATA**

The User's consent is requested through a banner at the bottom of the Platform homepage.

When receiving the User's consent, the User's internet navigator shall automatically transmit to the Company the data collected and detailed under Article 1.2.

The User is informed that the cookies and trackers will be automatically deleted after a period of thirteen (13) months.

The User may at all times configure its navigator in order to prevent the creation of cookie files.

However, certain functionalities of the services proposed by the Platform may not function properly without cookies. In addition, even if most navigators are configured by default and accept the creation of cookie files, the User has the possibility to choose to accept the creation of all cookies other than the functional cookies or to systematically decline them or to choose the cookies it accepts depending on the issuer by configuring the following settings:

- **Internet Explorer:**

- Click on the settings menu, followed by "Internet Options";
- Under the "General" tab on the upper-left hand side, scroll down to "Browsing history";
- Check the "Temporary Internet files and website files," "Cookies and website data," "History," and "Download History" boxes;
- Click on "Delete";
- Close out of Internet Explorer and reopen it for changes to take effect.

- **Firefox:**

- Click on your Tools bar;
- Click on "Preferences";
- On the menu to the right, select "Privacy";
- Under the "history option", there is a shortcut titled "clear your recent history", click on that;
- Select only the top four options and hit clear now.

- **Safari:**

- Click on "Safari" in the top left corner of the finer bar;
- Click on "Preferences";
- Click on the "Privacy" tab;
- Click on "Manage Website Data";
- Click on "Remove All";
- Click "Remove Now".

- **Google Chrome:**
  - Click the Tools menu;
  - Click on “More tools”;
  - Clear browsing data;
  - At the top, choose a time range.
  - To delete everything, select “All time”;
  - Next to "Cookies and other site data" and "Cached images and files", check the boxes;
  - Click on “Clear data”.

In order to configure the data settings, please find below the recommendations of the Company:

Data collected for the following purposes:	Settings
General data enabling the proper functioning of the Platform and the improvement of the services proposed by the Platform.	Data that is essential for the provision of services by the Company, non-configurable.
Data regarding the management of payment services proposed by the Platform, delinquencies and litigation.	Data that is essential for the provision of services by the Company, non-configurable.
Data enabling the creation of User files;  Mailing of commercial offers, advertisements or newsletters of the Company and/or its commercial partners if this has been accepted by the User.	Management by the User in its login area;  Unsubscribing to newsletters / commercial offers by clicking on the appropriate link;  Request for deletion of the data base of the Company by writing to <a href="mailto:cmine-helpdesk@projectdriver.eu">cmine-helpdesk@projectdriver.eu</a> and subject to providing a proof of identity.
Compilation of statistics with the purpose of improving the functioning of the Platform notably by analysing the traffic of the Platform (modules which are more or less consulted, preferred routes, level of activity depending on the day of the week et hour of the day, etc.) and by adapting the Platform according to the needs and tastes of the Users (recognition of the User when it accesses the Platform).	Clearance of cookie history in the navigator pursuant to the above instructions;  Using the “incognito mode” whilst navigating;  Request for deletion of the data base of the Company by writing to <a href="mailto:cmine-helpdesk@projectdriver.eu">cmine-helpdesk@projectdriver.eu</a> and subject to providing a proof of identity.

Management of requests to access, rectify, delete, limit and oppose.	Request for deletion of the data base of the Company by writing to <a href="mailto:cmine-helpdesk@projectdriver.eu">cmine-helpdesk@projectdriver.eu</a> and subject to providing a proof of identity.
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#### **ARTICLE 9. PERSONS AUTHORIZED TO ACCESS THE USERS' DATA**

The data of the Users is accessible only by duly authorised persons for administrative or maintenance purposes regarding the Platform with the exclusion of any commercial use, and if applicable, in order to enforce the rights exercised by the Users regarding their data (in particular the right to access, rectify, oppose, port and to be forgotten).

The Company informs the User that, apart from hosting and payment services, it uses the following subcontractor:

- The company KIT UNITED for its HIVEBRITE solution, a French *société par actions simplifiée* with a capital of 284.280,00 Euros, registered with the Paris Companies register under the number 75339171300017, having its registered office at 8, rue de la Grande Chaumière, 75008 – Paris.

Especially in light of any future developments of the applicable laws and regulations, the Company reserves its right to proceed with any modification of its privacy policy and commits itself to duly inform Users about such modifications.