



DOMUNI respects your personal data by collecting only those strictly necessary for the purposes for which they are processed.

This policy applies to all data collected by DOMUNI. DOMUNI undertakes to comply, as data controller, with the provisions of Law No. 78-17 of 6 January 1978 as amended and the General Data Protection Regulation published in the Official Journal on 27 April 2016 and in force since 25 May 2018.

## **1. Personal Data**

Personal Data is any information relating to a natural person that can be used, either directly or indirectly, to identify that person. (E.g. name, registration number, telephone number, photograph, date of birth, municipality of residence, fingerprint...).

## **2. Why is some of your data collected?**

The personal data collected by DOMUNI allows us to:

- Study your application for admission, your possible equivalences, and your academic background
- Provide you with services: payment of online registration fees, online donations, access to a student space, answering contact requests, and sending documentation or information.
- Offer you a quality teacher-academic administration-student relationship
- Better target our training offer and all academic services and ensure follow-up
- Offer you optimal navigation on the site: adapting the display according to the device used, storing preferences, etc.
- Ensure quality support for students
- Guide you as well as possible in your training requests
- Offer you sharing features on social networks
- Carry out statistical analyses of visits to our site

## **3. What personal data is collected?**

We collect personal data when you fill in one of our forms (admission form, online payment, contact request, etc.), when we create your profile on the Moodle teaching platform or through the use of cookies. A "cookie" is a small computer file, sent by a website server and stored on your computer, tablet or phone.



Through forms:

When you fill in a form on our site, the compulsory or optional nature of the personal data is indicated by an asterisk. This may include the following data:

- Surname and first name
- Mailing address and city of residence
- Telephone number and e-mail address
- Amount of your registration fees or donations
- Academic background
- Personal motivations to study
- Username and password for connecting to your personal space

Through cookies:

Some data is collected automatically during your visit to the site, through the use of cookies.

The purpose of cookies is in particular to collect anonymous information relating to your browsing: electronic identification data (IP address, geographical area), activity data on our site (pages visited, settings and parameters of the visit, etc.). They are managed by your web browser.

4 types of cookies are used by our site:

- Internal cookies necessary for the site to function optimally
- Third-party audience measurement cookies (Google Analytics)
- Third-party cookies to improve the interactivity of the site and its multimedia content (YouTube, Facebook, Twitter)
- Third-party cookies to better target our donation campaigns (TimeOne, Facebook, Bing)

These social networks may collect data relating to your browsing on our site and associated with the personal data they hold.

We invite you to consult the privacy policies of these networks in order to learn about the purposes of use, including advertising, of the browsing information they may collect through these application buttons. These protection policies should allow you to exercise your choices with these social networks, in particular by setting up your user accounts for each of these networks.



#### **4. How to refuse cookies?**

You can oppose the recording of cookies by configuring your browser.

- For Internet Explorer™: <https://support.microsoft.com/>
- For Microsoft Edge: <https://support.microsoft.com/>
- For Safari™: <https://support.apple.com/>
- For Chrome™: <https://support.google.com/>
- For Firefox™: <https://support.mozilla.org/>
- For Opera™: <http://help.opera.com/>

#### **5. Is your data shared with other companies?**

DOMUNI only communicates the data it collects to its internal services as well as to its service providers and their staff in relation to the execution of the services entrusted to them and which they must carry out on behalf of DOMUNI.

All persons having access to your data are entitled to access it and are bound by an obligation of confidentiality.

#### **6. How long will your data be kept?**

We ensure that we retain your personal data for no longer than is necessary for the purposes set out in point 2 or as required by applicable law.

Data collected by cookies is kept for a maximum of 13 months.

#### **7. What are the legal basis for processing your data?**

The legal basis for data processing:

- Legitimate interest in our activities and mission
- Consent
- The legal obligation according to the circumstances of the data collection



## **8. How can you exercise your rights?**

In accordance with the General Data Protection Regulation, you have the right to access your personal data, object to the processing of such data, and have it rectified or deleted. You also have the right to limit the processing of your data. To exercise your rights, you can send a request accompanied by a valid proof of identity:

- by email: [RGPD@domuni.eu](mailto:RGPD@domuni.eu)

## **9. Contact**

For any request for information concerning DOMUNI's personal data protection policy, you can contact the Data Protection Delegate by email.