

## **AIESEC in India**

### Privacy Notice

Last Update: 22nd May 2018

#### **BASICS ABOUT US**

We are AIESEC in India, a youth leadership movement which is passionately driven by one cause: peace and fulfilment of humankind's potential. We are registered in the official bodies of India under the number 45624, under the societies registration act of 1860. Our registered address is F.26, First floor Connaught Place, New Delhi. We comprise AIESEC in India and also the 30 local committees across India. We are committed to protecting and respecting the privacy of our website visitors. This policy explains how we process information that can be used to directly or indirectly identify an individual ("*personal data*"): thus, this policy applies to the situations in which we act as data controller of personal data and explains when and why we collect personal information about individuals, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

#### **COLLECTION AND USAGE OF PERSONAL DATA ABOUT YOU**

##### What Information Do We Collect?

When you access our web pages, certain technical information is automatically collected. We collect no other information except when you deliberately send it to us, for example, by emailing us or applying to our program.

We analyse aggregate traffic/access information for resource management and site planning purposes. We reserve the right to use log detail to investigate resource management or security concerns.

Some of our web pages use "cookies." Usually a cookie enables a website to tailor what you see according to the way you entered the site (for example, if you entered via a certain link, or if you are using a mobile device).

We also use non-identifying and aggregate information to better design our website. For example, we may determine that the average visitor typically views our website for a certain number of minutes, or that a certain percentage of men vs. women applied to our program. Nevertheless, we do not gather or disclose information that could identify those specific individuals.

Our web pages may use Google Analytics or other similar services to analyse web traffic for design purposes. In such cases, the information described above may be shared with the entities providing the analytical service. We do not control the privacy policies of these entities, however their services also fall under the requirements for compliance set out by the General Data Protection Regulation (25/5/2018).

When you choose to provide information about yourself or someone else with us, we use the information only to fulfil, or respond to, your request. We do not share this information with outside parties, except to the extent necessary to complete that request.

We never use or share the information you provide to us in ways unrelated to the intended purpose and without also providing you an opportunity to opt-out.

We are dedicated to preventing unauthorised data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate safeguards to secure the information we collect online.

**What Do We Use Your Information For?**

The information we collect from you may be used in any of the following ways:

To process your application to our internship programs

To assist our staff with your host company placement

To assist our staff with welfare provision and medical support

To notify next of kin in the case of emergency issues

To assist our staff with visa processing services

To comply with local country laws regarding registration of visitors

To pre-book necessary services such as the accommodation

To provide insights on international internships at higher education conferences (pertaining to overall data, rather than individual persons)

To administer a contest, promotion, survey or other site feature

To arrange internship placements (company contacts)

To facilitate university partnerships (university contacts)

The email address you provide may be used to send you information, respond to enquiries, and/or other requests or questions.

**How Long Is My Information Retained?**

We normally keep your personal data providing you have demonstrated an interest in our products and services within the past two years. You can request us to delete it at any point, and can easily opt-out of any communication using the associated links within our correspondence or by emailing us at [it@aiasec.in](mailto:it@aiasec.in).

**Your Consent**

By using our website, you consent to our privacy policy.

### **RETENTION OF PERSONAL DATA ABOUT YOU**

We normally keep your personal data providing you have demonstrated an interest in our products and services within the past two years. You can request us to delete it at any point, and can easily opt-out of any communication using the associated links within our correspondence or by going to your profile on [aiasec.org](http://aiasec.org), you can also email us for the same at [it@aiasec.in](mailto:it@aiasec.in)

### **RECIPIENTS OF PERSONAL DATA ABOUT YOU**

We may transfer information about you to other AIESEC entities and partners for purposes connected with the ones mentioned in this privacy notice or for the management of our business. We do this to provide you with different and relevant internship opportunities.

### **YOUR RIGHTS**

You are guaranteed several rights, which are mentioned below:

- **Right to be informed** | You have the right to be informed about the processing of your personal data. Thus, in order to make you able to make decisions regarding your privacy and have control over your personal data, we tell you why we need your personal data, what is the legal ground for processing it and every relevant detail regarding the processing activities, as you can see in this privacy policy.
- **Right to access** | You have the right to access your own personal data and the right to receive relevant information regarding the processing of your personal data. Thus, you can ask us for a copy of the personal data we hold about you so that you can know if and what kind of personal data is being processed, why it is being processed and who is processing it, being able to enforce your rights. You can contact us so as to exercise this right.
- **Right to rectification** | You have the right to have your personal data rectified/completed in case it is inaccurate/incomplete. You can contact us so as to exercise this right.
- **Right to erasure** | In certain circumstances, you may request the erasure of personal data where there is no compelling reason for its continued processing. You can contact us so as to exercise this right.
- **Right to restriction of processing** | Under certain circumstances, we may suspend processing activities – and you may also ask us to pause the processing of your personal data. In other words, we will keep your data, but won't further process it – and you can contact us so as to exercise this right.
- **Right to data portability** | You may obtain your data from us so as to transfer it to another system: thus, we will provide you with a copy in a structured, commonly used format. You can contact us so as to exercise this right.
- **Right to object** | In some circumstances, you have the right to object (\*i.e., say that you don't – or no longer – agree with the processing and ask us to stop) to the processing of your personal data regarding your particular situation. This right applies to processing based on direct marketing purposes and, usually, to some other purposes (such as some legitimate interests).
- **Rights regarding automated decision making** | You have the primary right not to be subject to activities only based on automated processing and whose decision has legal or relevant effects on you. However, whenever we carry out automated decision making (either because of a contract or because of your consent), you shall be able to be informed, express your point of view, challenge eventual decisions and obtain human intervention. You can contact us so as to gather further information.

If you have provided consent for the processing of your data, you have – in certain circumstances – the right to withdraw that consent at any time, which will not affect the lawfulness of the processing before your consent was withdrawn.

By the way, if you want to know more about your rights, we suggest that you read the guidance provided by the Information Commissioner's Office of the United Kingdom, which is available [online](#).

Lastly, if you are not happy with the way we are dealing with personal data, you may contact a supervisory authority:

it@aiasec.in

Data Protection Representative : Mr. Saurabh Kamboj  
303, Tanishka commercial building, Akurli Road, Kandivali East  
Mumbai, Maharashtra, 400101

### **ABOUT YOUR PRIVACY**

Information shall be handled based on the principle of confidentiality, so it is stored securely and accessed by authorised individuals only. We are committed to implementing and maintaining appropriate technical, security and organisational measures to protect personal data against unauthorised or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure, such as we encrypt the transmission and storage of that information using industry standard encryption technologies

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy notice. Please note that the transmission of information via the internet is not completely secure: even doing our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site (so any transmission is at your own risk), but, once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

### **OUR PRIVACY MANAGER/DATA PROTECTION OFFICER**

We have a Privacy Manager/Data Protection Officer who is responsible for matters regarding privacy and data protection. Thus, in case you have any questions regarding this policy and/or our privacy practices:

it@aiasec.in

Data Protection Representative : Mr. Saurabh Kamboj  
303, Tanishka commercial building, Akurli Road, Kandivali East  
Mumbai, Maharashtra, 400101

### **FOR FURTHER INFORMATION ABOUT US**

In case you want to contact us, please feel free to do so!

AIASEC in India

303, Tanishka commercial building, Akurli Road, Kandivali East  
Mumbai, Maharashtra, 400101

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### **REVIEW OF THIS POLICY**

We keep this policy under regular review, so please check this page occasionally to ensure that you're happy with any changes. This policy was last updated in 22nd May 2018