

# Service Privacy Notice:

CERN considers it important to collect and process only such personal data as is required for the functioning of the Organization.

CERN is in the process of developing a comprehensive data privacy protection circular which will be made available upon approval. This notice is subject to revision in light of the circular.

Each Service is responsible for compiling its own Privacy Notice regarding the data it processes.

This Privacy Notice details the processing that is unique to this Service. It does not address processing by other services on which this Service may rely and which have their own Privacy Notice.

## Basis for processing of Personal Data by the Service

The Service processes personal data to fulfill a contractual relationship with the individual, or in preparation for a contract with the individual.

## Personal Data we process

The personal data we have, and how it's used:

Personal Data	Purpose	Source
First name and Last name	Identification	You
Photo	For you to present yourself to the network	You
Previous last name	Help confirm your identity	You
ORCID identifier	Provide link to your ORCID record for the community	You
Birth date	Help confirm your identity	You
Gender	For statistics	You
Nationalities	For statistics	You
Location ( any location you chose to give)	For statistics and to locate you on map	You
Primary email	Authentication and contact	You
Secondary and complementary email	To contact you	You
Social media accounts	For you to share your social media presence	You
Link to user chosen web site	For you to share your web presence	You
Personal postal address	To contact you	You
Professional postal address	To contact you	You
Private mobile and landline numbers	To contact you	You
Professional mobile and landline numbers	To contact you	You
Work experience including company, job function and dates	For you to share your work experience	You
Achievements and job description	For you to share your work experience	You
Education including educational establishment, degree/diploma and dates	For you to share your education	You
Resume	For you to share your work experience	You
Skills	For you to share your work experience and education	You
Industries	For you to share your work experience	You
Registration and attendance to events	For the organization by the OAR of such events	You
Trips	For you to share your trips	You
Additional publicly available information	For the OAR to find alumni stories	OAR
Records of exchange with you	For the OAR to manage the relationship with you	OAR
Membership to interest groups	For the administration by the OAR of interest groups	You

## Personal Data we keep

The personal data we store, for how long and why:

Personal Data	Retention Period <sup>1</sup>	Purpose
Photo	Until you suppress it or opt out of scheme	For you to present yourself to the network
Last name and first name	Unlimited	Identification ; After opt out, to avoid recontacting you
Previous last name	Unlimited	Confirming identity ; After opt out, to avoid recontacting you
Birth date	Until you opt out of the scheme	Help confirm your identity
Year of birth	Unlimited after anonymization	For statistics
ORCID identifier	Until you opt out of the scheme	Provide link your ORCID page
Gender	Unlimited after anonymization	For statistics
Nationalities	Unlimited after anonymization	For statistics
Location	Unlimited after anonymization	For statistics
Primary email	Unlimited	Identification and correspondence ; After opt out, to avoid contacting you
Secondary and complimentary email	Unlimited	Identification and correspondence ; After opt out, to avoid contacting you
Social media accounts	Until you opt out of the scheme	For you to share your social media presence
Link to user chosen web site	Until you opt out of the scheme	For you to share your web presence
Personal postal address	Until you opt out of the scheme	To contact you
Professional postal address	Until you opt out of the scheme	To contact you
Private mobile and landline numbers	Until you opt out of the scheme	To contact you
Professional mobile and landline numbers	Until you opt out of the scheme	To contact you
Work experience including company, job function and dates	Unlimited after anonymization	For you to share your work experience; For statistics after anonymization
Achievements and job description	Until you opt out of the scheme	For you to share your work experience
Education including educational establishment, degree/diploma and dates	Unlimited after anonymization	For statistics
Resume	Until you opt out of the scheme	For you to share your work experience
Registration and attendance to events	Unlimited after anonymization	For the organization by the OAR of such events; After anonymization to monitoring OAR performance indicators
Trips	Until you opt out of scheme	For you to share your trips
Additional publicly available information	Until you opt out of scheme	For the OAR to find alumni stories
Records of exchange with you	Unlimited	For the OAR to manage the relationship with you;
Membership to interest group	Unlimited after anonymization	For the administration by the OAR of interest groups; After anonymization, for monitoring OAR performance indicators
Skills	Unlimited after anonymization	For you to share your work experience and education; for statistics after anonymization
Industries	Unlimited after anonymization	For you to share your work experience; After anonymization for statistics

## Who at CERN has access

In addition to yourself, personal data collected by this Service is accessible by the following services, teams or individuals at CERN:

Personal Data	Who	Purpose
Last name and first name	Reception and security services	Check that the preferential conditions for visits apply to you
Last name and first name	Visits service	Check that the preferential conditions for visits apply to you
Username, last name and first name	Services offering online access to resources (e.g. CERN Library)	Check that you are entitled to access these services
All personal data	CERN services undertaking official investigations (e.g. Internal Audit, HR, CERN Security Officer)	Official investigation
All personal data	IT administrators	For support purposes

## Personal Data we may transfer to others

Personal data we share with entities or individuals outside the Organization:

Personal Data	3rd Parties	Purpose
Last name and first name	Partner companies who offer benefits to members of the CERN Alumni network	Verification of eligibility to benefits
All personal data	Company which supplies the community management software	IT administration and support of the software

## Privacy Rights

You have the right to:

- Be informed of how each service is processing your personal data.
- Request access to your personal data stored by [this Service](#), and be provided with a copy of such data.
- Request a correction to personal data held about you by [this Service](#), where the data are inaccurate, unnecessary, excessive or incomplete.
- Object to the processing that this Service is making concerning [your data](#).
- Request temporary suspension on the processing of [your personal data](#).
- Have your personal data provided to you in a convenient digital portable format.
- Request deletion of [your personal data](#) where it is no longer necessary to process them or where they have not been processed according to CERN's internal legislation.

For more detailed information about your rights please refer to the [Office of Data Protection web site](#).

For questions regarding your rights please contact the [Office of Data Protection](#).

This Privacy Notice is subject to revision.

Last revision: 16-01-2018 16:19:05

<sup>1</sup>The retention period may be temporarily extended for special circumstances, in accordance with the provisions of the operation circular governing data privacy.