

## **Privacy Policy**

Like other academic institutions, the Academy of Judicial Ethics for International Human Rights [ A.J.E.I.H.R. ] processes personal data. The A.J.E.I.H.R. is committed to protecting personal data and handling it with the utmost care in order to safeguard the privacy of those concerned. In this privacy statement you can read more about our guidelines for handling personal data, about questions and services you may request from us, and about our point of contact for further information regarding privacy and data protection at the A.J.E.I.H.R.

## **Providing education**

In order to provide our educational services, the A.J.E.I.H.R is in charge of extensive record keeping on student affairs.

(This includes, for example, informing and recruiting prospective students, tailoring our communication and information feeds towards interested prospective students based on their preferences in order to improve their choice of studies and our services, managing internal and external information flows; registering study results; issuing certificates, diplomas, qualifications and degrees; concluding contracts with students; formulating policy on education matters; developing and writing policy and management reports in the context of accreditation demands; being able to provide advice, guidance, and counseling; settling disputes, providing training and education in medical studies; ensuring procedural justice in the election of members for participatory bodies etc.)

## **Performing academic research :**

The researchers affiliated with the A.J.E.I.H.R gather, analyse, and manage large quantities of data, necessary for the advancement of the scientific disciplines presented. Many of the activities carried out by researchers involve processing personal data.

## **Human resources**

Searching for, selecting and recruiting new employees; concluding of contracts; negotiating salaries, benefits, and pensions; information regarding the membership of a trade union; information on the termination of employment; being able to comply with obligations arising from employment and health & safety legislation; registering leaves of absence etc.

## **Strategy, business administration, policy and management**

Keeping records on the financial affairs of (parts of) the A.J.E.I.H.R , managing IT-, purchase and payment systems, litigating on behalf of the A.J.E.I.H.R ; managing contacts and contracts with suppliers, clients, consumers, suppliers, business partners; ensuring the wellbeing of students, staff and visitors, being able to improve policy, organizational analysis, management, and dispute resolution etc.

## **Facility management**

Ensuring the health and safety of students, staff and visitors; ensuring accessibility and maintenance of the campus and of (automated) systems; providing appropriate security measures and supervision; maintaining contacts with facility management services and partners etc.

## **Categories of personal data processed by the Academy of Judicial Ethics for International Human Rights**

Because the A.J.E.I.H.R. performs activities in all the areas listed, personal data is gathered and stored. In light of these activities, it is possible that the A.J.E.I.H.R. processes the following categories of personal data:

Name -

Address -

Place of Birth -

Bank Account Number -

Telephone number -

Date of Birth -

Sex/Gender -

Email-address -

Information regarding user interaction (e.g. IP address, cookies, clicking behaviour, information from contact forms etc.)

Images (photos and videos)

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## **Information regarding choice of study programme, study progress and study results -**

Data gathered in the context of academic research

In principle, the personal data processed by the A.J.E.I.H.R. has been disclosed to the A.J.E.I.H.R. directly.

However, it may also be the case that the A.J.E.I.H.R. receives personal data from third parties.

We often collaborate with universities, research centres and (international) organisations located abroad, both inside and outside the EU.

Within the scope of such collaborative projects, it is possible for personal data to be disclosed to these third parties: naturally, this will always happen in compliance with all relevant privacy and data protection laws and regulations and the A.J.E.I.H.R. will always strive for the shortest possible retention period of relevant data.

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At AJEIHR, accessible from <http://www.ajeihr.ch>, one of our main priorities is the privacy of our visitors. This Privacy Policy document contains types of information that is collected and recorded by AJEIHR and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

This Privacy Policy applies only to our online activities and is valid for visitors to our website with regards to the information that they shared and/or collect in AJEIHR. This policy is not applicable to any information collected offline or via channels other than this website.

## Consent

By using our website, you hereby consent to our Privacy Policy and agree to its terms.

## Information we collect

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

When you register for an Account, we may ask for your contact information, including items such as name, company name, address, email address, and telephone number.

## How we use your information

We use the information we collect in various ways, including to:

- Provide, operate, and maintain our website
- Improve, personalize, and expand our website
- Understand and analyze how you use our website

- Develop new products, services, features, and functionality
- Communicate with you, either directly or through one of our partners, including for customer service, to provide you with updates and other information relating to the website, and for marketing and promotional purposes
- Send you emails
- Find and prevent fraud

### **Log Files**

AJEIHR follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this and a part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information. Our Privacy Policy was created with the help of the Privacy Policy Generator and the Privacy Policy Template.

### **Cookies and Web Beacons**

Like any other website, AJEIHR uses 'cookies'. These cookies are used to store information including visitors' preferences, and the pages on the website that the visitor accessed or visited. The information is used to optimize the users' experience by customizing our web page content based on visitors' browser type and/or other information.

### **Advertising Partners Privacy Policies**

You may consult this list to find the Privacy Policy for each of the advertising partners of AJEIHR.

Third-party ad servers or ad networks uses technologies like cookies, JavaScript, or Web Beacons that are used in their respective advertisements and links that appear on AJEIHR, which are sent directly to users' browser. They automatically receive your IP address when this occurs. These technologies are used to measure the effectiveness of their advertising campaigns and/or to personalize the advertising content that you see on websites that you visit.

Note that AJEIHR has no access to or control over these cookies that are used by third-party advertisers.

### **Third Party Privacy Policies**

AJEIHR's Privacy Policy does not apply to other advertisers or websites. Thus, we are advising you to consult the respective Privacy Policies of these third-party ad servers for

more detailed information. It may include their practices and instructions about how to opt-out of certain options. You may find a complete list of these Privacy Policies and their links here: [Privacy Policy Links](#).

You can choose to disable cookies through your individual browser options. To know more detailed information about cookie management with specific web browsers, it can be found at the browsers' respective websites. [What Are Cookies?](#)

### **CCPA Privacy Rights (Do Not Sell My Personal Information)**

Under the CCPA, among other rights, California consumers have the right to:

Request that a business that collects a consumer's personal data disclose the categories and specific pieces of personal data that a business has collected about consumers.

Request that a business delete any personal data about the consumer that a business has collected.

Request that a business that sells a consumer's personal data, not sell the consumer's personal data.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

### **GDPR Data Protection Rights**

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

### **Children's Information**

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

AJEIHR does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.