

# CIS Privacy Policy

## *CIS Privacy and Data Use Policy*

We at CIS respect the privacy of everyone who visits this website. Therefore, we recommend that you read this privacy policy so to learn our approach and use of your personal data.

By submitting your personal data to us, you will be giving your permission – where necessary and appropriate – for disclosures referred to in this policy.

## *What does this privacy policy cover?*

This privacy policy applies to our public website and members' portal. Where the CIS members' portal has a different privacy policy it will be made clear that that privacy policy differs from the general CIS privacy policy.

## *Who is responsible for the personal information collected on this site?*

Your personal data is controlled ultimately by the Council of International Schools Inc., an organisation registered in The Netherlands under number 52943372 whose registered office is located at Schipholweg 113, 2316 XC Leiden, The Netherlands. Dutch law will apply.

## *Purposes of the Collection of Your Data*

One of the purposes of our website is to inform you of who we are and what we do. We collect and use personal information (including name, address, telephone number and email) to better provide you with required services, or information.

- We would use your personal information to:
- identify you as an authorised user when you apply for a password, when you access password-protected websites or areas of a website, when you post information to a website such as a discussion forum, or when you send information to CIS in any form;
- respond to queries or requests submitted by you;
- process applications submitted by you;
- administer or otherwise carry out our obligations in relation to any agreement you have with us;
- anticipate and resolve problems with any services supplied to you;
- create services that may meet your needs;
- to enforce claims arising out of any breach of the terms and conditions;
- conduct statistical analysis of the CIS websites' user structure.

To optimise our services we may use your personal data for direct marketing. As we respect your privacy we will only use your personal data for this purpose after making you are aware and, if required, we will request your consent prior to using your personal data for direct marketing.

Additionally, if at any time you wish us to stop using your information for any or all of the above purposes, please contact us at [info@cois.org](mailto:info@cois.org) and provide as much detail as possible. We will stop the use of your information for such purposes as soon as it is reasonably possible to do so.



In addition, the collected personal data will (occasionally) be transferred to selected third parties, which may be located outside of the Economic European Area ("EEA") as part of the services offered to you through our site. By way of example, this may happen if any of our servers are from time to time located in a country outside of the EEA or one of our service providers is located in a country outside of the EEA.

These third parties will not use your personal information for any other purposes than what we have agreed with them. CIS requests those third parties to implement adequate levels of protection in order to safeguard your personal information.

We respect your personal information and therefore, we will take steps to ensure that your privacy rights continue to be protected if we transfer your information outside of the EEA in this way. In addition, if you use our services while you are outside the EEA, your information may be transferred outside the EEA in order to provide you with those services.

Except as set out in this privacy policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users/members or other individuals.

Please be assured that we will not use your information for any of the purposes if you have indicated that you do not wish us to use your information in this way when submitting the information or at a later stage.

### *Collection of Non-personal Information*

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our website. We may also aggregate details which you have submitted to the site (for example, your age and the city and country where you live). You cannot be identified from this information and it is only used to assist us in providing an effective service on this web site. We may from time to time supply third parties with this nonpersonal or aggregated data for uses in connection with this website.

### *Interaction between You and Us*

We are interested in your views, and value feedback from our members and visitors; therefore, we have set up notice boards, newsgroups, feedback, email, forum facilities and/or chat rooms. If at any time this website offers any chat rooms, notice board facilities, newsgroups etc. we may collect the personal information that you disclose.

Such information will be used in accordance with this privacy policy. However, we cannot control nor be responsible for other parties' use of the personal information which you make available to them through this website. We encourage you to be careful about what personal information you disclose in this way.

### *Keeping Our Records Accurate*

We will keep our information about you as accurate as possible. If you would like to review, change or delete the details you have supplied us with, please contact us at [info@cois.org](mailto:info@cois.org) and provide as much detail as possible.



## *Security of Your Personal Data*

We have implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available.

As CIS is a non-governmental organization (NGO) that engages in activities worldwide. CIS staff, affiliates or contractors may access, store or process any personal data you submit to CIS in countries that do not afford a level of data protection equivalent to the Netherlands or the United States. By submitting personal data to CIS you irrevocably agree to the export of your data to such countries.

## *Use of Your Personal Information Submitted to Other Web Sites*

On our websites, we may have links to other websites or you may have been referred to our website through a link from another website. We cannot be responsible for the privacy policies and practices of other websites. Such content is subject to their terms of use and any additional guidelines and privacy information provided in relation to that use on their website.

## *Cookies Policy*

The term “cookies” refers to cookies and other similar technologies covered by the EU Directive on privacy in electronic communications.

### *What is a cookie?*

Cookies are small data files that your browser places on your computer or device. Cookies help your browser navigate a website and the cookies themselves cannot collect any information stored on your computer or your files.

When a server uses a web browser to read cookies they can help a website deliver a more userfriendly service. To protect your privacy, your browser only gives a website access to the cookies it has already sent to you.

### *Why do we use cookies?*

We use cookies to learn more about the way you interact with our content and help us to improve your experience when visiting our website.

Cookies remember the type of browser you use and which additional browser software you have installed. They also remember your preferences, such as language and region, which remain as your default settings when you revisit the website. Cookies also allow you to rate pages and fill in comment forms.

Some of the cookies we use are session cookies and only last until you close your browser, others are persistent cookies which are stored on your computer for longer.

### *How are third party cookies used?*

For some of the functions within our websites we use third party suppliers, for example, when you visit a page with videos embedded from or links to YouTube. These videos or links (and any other content from third party suppliers) may contain third party cookies and you may wish to consult the policies of these third party websites for information regarding their use of cookies.



### *How do I reject and delete cookies?*

We will not use cookies to collect personally identifiable information about you. However, should you wish to do so, you can choose to reject or block the cookies set by CIS or the websites of any third party suppliers by changing your browser settings. See the Help function within your browser for further details.

Please note that most browsers automatically accept cookies, so if you do not wish cookies to be used, you may need to actively delete or block the cookies.

You can also visit [www.allaboutcookies.org](http://www.allaboutcookies.org) for details on how to delete or reject cookies and for further information on cookies generally. For information on the use of cookies in mobile phone browsers and for details on how to reject or delete such cookies, please refer to your personal mobile phone manual.

Note, however, that if you reject the use of cookies, you will still be able to visit our websites but some of the functions may not work correctly.

### *Changes to this Policy*

From time to time we may make changes to this privacy policy. If we make any substantial changes to this privacy policy and the way in which we use your personal data we will post these changes on this page and will do our best to notify you of any significant changes. Please check our privacy policy on a regular basis.

### *How You Can Contact Us*

If you would like to contact CIS about our privacy policy, please write to [info@cois.org](mailto:info@cois.org).