



PRIVACY POLICY

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on behalf of

POLIS AISBL

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1. WEBSITE PRIVACY POLICY

1.1 Introduction

Polis respects the privacy of visitors to its website and seeks to ensure that any personal data that we collect is processed in a secure, responsible manner. Polis only collects personal data that we need in order to provide our services.

This policy explains how we process personal data generated by your use of this website.

This policy was last updated: 29 May 2018.

1.2 Overview

When you visit this website, a small amount of information concerning your use of it is generated (see our Cookie Policy). If you only browse the website, Polis collects no personal data (i.e. we can't identify you).

Personal data is collected via the website if you subscribe to one of our services.

1.3 What personal data we collect and why

Polis maintains a network of stakeholders active in the field of sustainable urban and regional mobility and innovation in transport. Our website plays a pivotal role in maintaining and expanding our network.

The Polis website is the gateway to becoming:

- A member or associate of the Polis network.
- A subscriber to the Polis news alerts.

To register or apply for any of these services, you may be asked to provide some personal information (which vary according to the service).

Members and associates: Application forms for full or associate membership of the Polis network can be downloaded from our website. You are asked to provide name, email address, position, VAT number, phone number, and fax number. We need these details to process the membership contract.

Polis news alerts subscribers: The mandatory fields for subscription include: first name, last name, email address, and type of organisation. This information helps us understand your interests and improve the publications that we send. If you receive a news alert about an event to which you wish to register, details about data protection will be included on the registration form.

1.4 How long do we keep your personal data?

Members and associates: Duration is linked to membership. If you cancel or do not renew your membership your account will be deleted, and the personal data will be stored in a secure folder and not further processed, except to comply with legal requirements such as audits. Upon expiration of the membership, or request to withdraw, we will ask you if you still wish to receive emails from us.

Polis news alerts subscribers: Duration is linked to your subscription. If you unsubscribe, your personal data will be deleted permanently. Details of how to unsubscribe are provided in each news alert.

1.5 How we protect your data

At Polis we implement technical and organisation measures to secure your personal data. We have technical security measures to protect against hacking, malware, ransomware, malicious websites, etc. We do not store any personal data in cloud-based servers.

1.6 Your rights concerning your personal data

To ensure fairness, transparency, and accountability, you are invited to exercise the following rights, free of charge, whenever you think it is appropriate.

Right to review, update, and correct your personal data

You have the right to review and update, correct or remove any of your personal data by sending a request to Alexia Collignon (acollignon@polisnetwork.eu).

By requesting access to your personal data, you will obtain:

- A list of personal data about you held by Polis and information about where we got it (if it was not obtained directly from you).
- An explanation of the purpose for which your personal data is being processed and an indication of how long we will continue to use your data.
- Details of anyone to whom your personal data have been disclosed (note: we would normally only disclose your personal information if required to by law).

The right to withdraw your consent to the processing

We process your personal data on the basis of your freely given consent. You have the right to revoke this consent at any time for any reason. To do so, please contact Alexia Collignon (acollignon@polisnetwork.eu). After your request has been received, your personal data will be removed from the mailing lists and/or deleted entirely from our database within one month (your data may be stored, but not further processed, in order to comply with possible audits or checks from funding bodies, e.g. the European Commission).

The right to lodge a complaint

In case of any complaint please contact Polis immediately to resolve the problem. However, please note that you have (at all times) the right to lodge a complaint with the Belgian Data Protection Authority (commission@privacycommission.be).

1.7 Changes to this policy

This privacy policy is reviewed and updated periodically. Any changes to this policy will be communicated to you either via email or a notice on our website.

2. COOKIE POLICY

2.1 Introduction

This policy describes the use of 'cookies' on this website. This policy applies to only the Polis website (i.e. www.polisnetwork.eu and subpages): if you navigate away from the site this policy no longer applies.

This policy was last updated on: 29 May 2018

2.2 The Key Information (Briefly)

This website sets a first-party session cookie (types of cookie are explained below). This is essential to allow users to log in to the site. This website also sets a number of third-party persistent cookies. These are used by other services, such as those from Google and Twitter, for analytics and other purposes (including advertising). You can see a list of these below. You should check the privacy policies of these services for further information.

You can block cookies by adjusting your browser's settings (see instructions below). Blocking third-party cookies will not affect the working of the website. If you block *all* cookies – including first-party cookies – you may not be able to log in to your account.

2.3 What are Cookies?

A cookie is a small file that is stored on your device (in the browser, e.g. Chrome, Safari, Firefox, etc.) when you visit a website. Cookies typically contain information that is used by that website – and possibly others – to keep track of your activity on the site. For example, a cookie could be used to enable a site to remember and display your logon ID the next time you visit it (so you don't have to type it in again); or a cookie could be used to track your browsing preferences across different sites in order to target specific adverts towards you.

There are different kinds of cookies for different purposes. To understand this policy, you should be aware of the following.

- **First-party cookies:** These are set by the website you are visiting. First-party cookies typically contain information about your preferences or interaction with that website.
- **Third-party cookies:** These are set by (or will be sent to) a website other than the one you are visiting. Third-party cookies are sometimes used for advertising purposes or for tracking users' browsing habits.
- **Session cookies:** These are cookies that are stored on your device but deleted when you end your browsing session (i.e. when you close your browser window).
- **Persistent cookies:** These are cookies that remain on your device even after you close your browser. They can be stored on your device for any period of time.

2.4 What Cookies are set by this Website?

FIRST-PARTY COOKIES			
Name	Essential?	Persistent?	What does it do?
CMSSESSID	Yes	No: expires at the end of your browsing session.	This cookie is essential for enabling users to log in to the site.

THIRD-PARTY COOKIES			
Name	Essential?	Persistent?	What does it do?
NID, SID, SAPISID, APISID, SSID, SIDCC, HSID, PREF, 1P_JAR	No	Yes: these cookies persist for at least a month and in some cases up to 10 years.	These cookies are used by Google services to store user preferences and information to customise your experience (including ads) on Google sites (e.g. YouTube).
__utma, __utmz _ga	No	Yes: these cookies last for between 6 months and 2 years by default	This cookie is set by the Google Analytics service which enables website owners to track visitor behaviour and measure site performance.
Bku, loc, mus, na_id, na_tc, ssc, uid, uvc, atuvc	No	Yes: these cookies persist for 2 years	These cookies are for analytics and are set by the social sharing platform AddThis.
_twitter_sess, auth_token, csrf_same_site, csrf_same_site_set, ct0, external_referer, guest_id, ktd, lang, personalization-idremember, _checked_on, syndication_-guest_id, tfw_exp, twid,	No	Yes: they may never expire.	These cookies are used by Twitter services to monitor referral links, and login information. They remember information about your browser and your preferences and help Twitter improve and understand how people use their services.

2.5 Managing Cookies on your Device

You can easily adjust the settings of your browser to **control what cookies you want to accept** and which to reject. You can also **delete any cookies** that may already be stored. The options for managing cookies can usually be found in the “settings” section of your browser. If

you cannot find the relevant settings, try looking up “Cookie settings for ...” (and replace the ‘...’ with the name of your browser to find instructions on a search engine.

We remind you that the Polis website should function completely normally, with full functionality if you set your browser to block third-party cookies. However, if you block the essential first-party cookie, you may have trouble in logging in to the site.

2.6 Good Faith

We do our best to ensure that this site meets your expectations. If you have any comments or concerns about cookies on the Polis website, please contact Alexia Collignon (acollignon@polisnetwork.eu).