

*Privacy Policy*  
*of the European Federation of Psychology Students'*  
*Associations (EFPSA)*

Approved at the Joint Executive Board & Member Representatives Meeting 2016  
Fužine, Croatia



## **What is EFPSA?**


The European Federation of Psychology Students' Associations (EFPSA) was established in 1987, at the first International Congress of Psychology Students in Portugal. EFPSA represents a highly diverse network of psychology students working on a voluntary basis by and for psychology students of Europe. The Federation currently consists of 32 psychology member organisations and one observer organisation. Currently EFPSA organises nine annual and one biennial events across Europe. Additionally, EFPSA hosts several online resources and runs its own training service, fully-reviewed, open-access Journal and makes a positive impact on society through our social impact campaigns. Altogether, EFPSA has positioned itself to provide psychology students with unique and exciting opportunities for academic, professional and personal development. In accordance with its Mission, Vision and Values, EFPSA continues to expand its presence and visibility within student communities, refine its activities and develop a portfolio of opportunities and membership for European psychology students with the aim of improving psychology and society, providing the opportunity for academic and social exchange while working towards improving psychology students' experiences.

## **Purpose**

This document will discuss both technical and policy related issues due to the fact that privacy differs in several states and institutions. EFPSA takes the protection of your data very seriously. It is important for us to create an environment in which everybody feels safe to work, learn, create, collaborate, and develop. Privacy is a crucial aspect of our relationship with entities involved in any capacity with EFPSA and therefore this document will explain how data is handled in order to achieve our aims while protecting your information.

## **Information Collected**

*Website and Cookies* The EFPSA Website uses cookies to improve users' experience. When a user visits a website small text files are placed on that computer and are later read by the same website



to help identify the user once they re-visit it. These small text files are called Cookies. Some cookies are permanent and stay there even when user goes offline, other cookies are temporary and are deleted as soon as the browser is closed.

If you would like to know more about cookies, the cookie law, how to control or delete cookies we suggest you visit [www.aboutcookies.org](http://www.aboutcookies.org) or <http://www.youronlinechoices.eu> for a detailed guidance.

Keep in mind that we never receive any identifying information about you and we will never try to do so in ways that are not clear or ways that might be misleading. Privacy is a value EFPSA endorses.

When an individual uses an EFPSA Service or participates in any EFPSA Event, personal information such as name, surname, email address, phone number, date of birth, pictures and comments may be requested through the use of online forms, email correspondence, subscriptions, surveys or applications.

Below you can find a list of cookies used and the reasons behind why and what they are used for. Once users visit our website they are consenting to the use of these cookies. However, the user can choose to opt out of being tracked either by deleting cookies or by using the browser's anonymous usage setting.

*How to opt out?*

- **Deleting Cookies** - Click on the menu icon of your browser and go on settings, look for the privacy option and either clear all browsing data or remove all cookies and site data from your content settings.
- **Do not track signal** - Click on settings and tick “do not track” request.
- **Anonymous usage** - Click settings, look for content settings and untick the option to allow identifiers for protected content.

*Cookies Used:*

- **Google Analytics:** We use Google Analytics to collect information about visitor behavior on our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. This Analytics data is collected via a JavaScript tag in the pages of our site and is **not tied to personally identifiable information**. We therefore do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. With this tool we are able to get useful information about you, our visitors, in order to adjust to your needs. You can find out more about Google’s position on privacy as regards its analytics service at [http://www.google.com/intl/en\\_uk/analytics/privacyoverview.html](http://www.google.com/intl/en_uk/analytics/privacyoverview.html).
- **Joomla!** Our websites uses Joomla! Open Source Matters and cookies are used to store basic data on your interactions with our site. This section is aimed at members of the EFPSA Working Community that edit or update content on the EFPSA website. The cookies used are temporary session cookies to keep track of registered users and identify log in information for users that revisit the site. e. If these are disabled then various functionality on the site will be broken. More information on session cookies used by Joomla! can be found at <https://www.joomla.org/privacy-policy.html>.
- **Third Party Cookies:** Third-party cookies are cookies that are set by a website other than the one you are currently on. For example, if you see a Facebook ‘like’ or ‘share’ button, that ‘like’ button will set a cookie that can be read by Facebook. That would be considered a third-party cookie.

Third party cookies have their own respective privacy policies and therefore it is recommended that the user is familiar with their policy as some points might not be similar to EFPSA’s Privacy Policy. Each third party cookie also has information on how to opt out from third party tracking.

The user also has the option to block third party cookies by clicking on browser settings

and tick the 'block third party cookies' option under content settings option which will most likely be found under the privacy section.

## **Email Subscribers**

If you subscribe to our emailing lists some of your information will be requested. This information will be kept in an EFPSA database and accessed only by authorised EFPSA Executive Board Members or Board of Management Members.

The Internal Newsletter is sent to members of the EFPSA Working Community through MailChimp which manages and secures data on specialised servers that [abide by the EU Safe Harbor Framework as outlined by the U.S. Department of Commerce and the European Union](#). All recipients are allowed to unsubscribe to these internal newsletters.

## **Application Forms**

When filling in an EFPSA application form we might require certain identifiable, personal information this includes name and surname, mobile number, email address, skype name and postal address amongst other information.

- **Event Applications:** In a case of an Event, an application is filled by the prospective participant. The Board of Management and people from the Organising Committee/or responsible roles will have access to the information due to process facilitation and transparency.
- In some cases, this information might have to be passed down to the Member Representative of the possible participant's country/region. Member Representatives are also informed of the Privacy Policy by EFPSA and are asked to handle this information with respect. This happens because in some cases, the Member Representative will be responsible for the participants' selection or to inform the selection process.

- **EFPSA Position:** When an individual applies for a position in EFPSA a number of authorised people will be given access to it to facilitate the selection process. The Board of Management, the coordinator of the team and, in rare cases, current members of the team will participate in the selection process.

Board of Management positions are seen by Member Representatives and the EFPSA Working Community. They are then voted upon by the Member Representatives; who are given the possibility of anonymous voting if requested.

Members of the EFPSA Working Community are encouraged to keep in mind that sometimes individuals responsible for the selection process, of any application, might contact them for enquiries regarding their application. The email address of individuals who are selected will also be added to the EFPSA mailing database, from which they can unsubscribe any time they wish to do so.

Applications are archived to show function of teams and roles over the lifespan of the Federation.

### **Event Participants**

If an applicant is chosen to be a participant in an EFPSA Event:

- The participant must keep in mind that any EFPSA policies will be applied
- You are automatically exposed to be part of any EFPSA promotional material including pictures or videos
- Some of your information will be kept in EFPSA's archive system such as your name, university and country

### **EFPSA Working Community:**

- When an applicant applies for an EFPSA position they are required to abide by EFPSA's policy.
- When attending any EFPSA Event; including internal events such as the annual Joint EB & MR Meeting, applicants are automatically subjected to abide by any EFPSA policies.
- Information about members and their role will be stored in EFPSA's archive system.

- Any member of the EFPSA Working Community is asked to be aware of this document and its contents and regulations. Every member is encouraged to respect all EFPSA policies.
- Every member of the Working Community is asked to sign a Code of Conduct declaring that any work done or service provided throughout the mandate belongs to the Federation and that any information individuals are exposed to due to their role cannot be used for any other purposes than those intended.

### **Violations and Updates**

If an individual feels that their privacy is being violated or that there is misleading information that contradicts any privacy or data protection acts; or functions are not being followed; that individual is entitled to express their opinion and concerns with the President of the Federation and/or the EFPSA Ethics Committee. Discussions about issues raised shall commence and actions will be taken if there are grounds to do so.

If an update of this Privacy Policy is deemed necessary, members of the EFPSA Working Community will be contacted by email 14 days prior of it becoming effective. The EFPSA Website will also publish information briefing members of any updates needed.

**Due to the importance of this policy we would like to remind all members of the EFPSA Working Community that all ethical aspects of this policy should be respected and any regulation broken might be subjected to the Ethics Committee.**