

CIES

General privacy notice

1. What is this Notice about?

This privacy notice (the “**Notice**”) sets out the basis and rules on which CIES – International Centre for Sport Studies (“**CIES**”, “**We**” or “**Us**”) collects and/or processes Personal data relating to you (“**Participant**” or “**You**”) in the context of its general activities. It includes the processing operations done through our website www.cies.ch (“**Website**”).

“**Personal data**” means any information relating to an identified or identifiable natural or legal person, according to the Swiss Federal Act on Data Protection (“**FADP**”).

Please read this Notice carefully to understand how We will process your Personal data.

2. Who is responsible for processing your Personal data?

CIES is a controller for Personal data covered by this Notice. We hope to be able to answer your questions regarding the way We process your Personal data. Please note that CIES is based in Switzerland and, as such, is subject to Swiss law, including in particular the FADP.

Should You have any concerns in this regard, please contact Us in writing or by email with the following information:

CIES - Centre International d'Etude du Sport
Avenue DuPeyrou 1
2000 Neuchâtel
Switzerland
Tel.: +41 32 718 39 00
Email: privacy@cies.ch

Please note that for some of the processing operations, third-parties may also be controllers (please refer to par. 4 hereunder).

3. Which Personal data do We collect, for what purpose and based on which lawful ground?

In the context of its general activities, CIES may collect and/or process the following Personal data, each time for the purposes detailed in *italic*. Overall, the overarching reason for processing your Personal data is to:

- Enable Us to offer You our services;
- Ensure that We may execute Our activities, especially regarding research in sports activities;
- Communicate with you and ensure that we answer at best your queries and requirements.

A. Personal data received from You or through your interactions with Us

- a) *Registration to our programs or courses, request of a scholarship and/or contact*

When registering to one of our programs or courses, requesting a scholarship (especially the FIFA Research Scholarship or the scholarships offered for the FIFA Master program), or otherwise contacting Us, You may provide Us with the following Personal data:

- Contact details (Name, surname, email address, emergency contact; etc.);
- Identification details (Title, nationality, country of residence, year of birth, language(s), picture, ID documentation, household composition, etc.);
- Education and training details (academic qualification, academic path, grades, supporting documents, publications, etc.);
- Professional information and experience (including supporting documents) ;
- *For scholarship requests*, financial information (financial details and scholarship information);
- Where applicable, hobbies and interests (•);
- Where applicable, existence of criminal convictions (•);
- Payment data (including payment details and follow-up);
- Any other Personal data that you would communicate to Us, especially links to your social networks (LinkedIn, Facebook, etc.), volunteer experience or activities, requests and requirements from Us, etc.

In some circumstances, especially in our online programs you may also record images and videos of yourself that are communicated to CIES. Any such recordings are done in a transparent way.

► *This information is required to manage your account and/or relationship with CIES, decide of the granting of a scholarship, communicate with You and, where relevant, allow You to participate and take part in the activities offered by CIES, especially programs and courses.*

→ *The lawful ground is in this context the conclusion and execution of the contract with you. For the personal data mentioned with a “•”, it is the legitimate interest of CIES to ensure the quality of its courses, programs and activities, as well as ensure the relevance of its scholarship programs.*

► *Should you have followed a course or program offered by CIES (as the case may be with other partners), some of the above information will be required to ensure that you benefit from the alumni network that may be established in this context. This is more precisely for:*

- *Personal characteristics and contacts details;*
- *Identification data;*
- *Professional experience;*
- *Program and/or course and/or class.*

→ *The lawful ground is in this context the conclusion and execution of the contract with you (which includes our alumni network) as well as the legitimate interest of CIES to develop its alumni network.*

→ *With your consent, and only for certain programs, We publish and distribute a brochure containing information You provide Us with relating to each academic year of a program. You shall be specifically informed of this upon the collection of the personal data, including of the fact that the brochure may be distributed and/or accessible worldwide.*

► *Within a program or course, CIES may also establish an online directory with part of this Personal data, which lists as a rule the following information and enables other participants to the program or course (current and alumni) to view it:*

- *Program and/or course and/or class;*
- *Name;*
- *Limited contact information (country of residence, email address, language);*
- *Professional and volunteer experiences, including current employing company and function.*

This online directory is created and used in order to enable all participants to the program or course (current and alumni) to enhance and use their experience at CIES, especially by keeping contact with each other and developing their networking opportunities.

→The lawful ground is in this context the execution of the contract with you.

► *→With your consent, We may send You our newsletter regarding general activities of the CIES, as well as invitation emails to our events. Please note that other emails (such as membership mailings, specific invitations, etc.) may be sent to You based on your contractual relationship with CIES or our legitimate interest.*

b) Interaction through online tools and social networks

When You log into your account, use our Website or receive and/or open our newsletters, We may collect and process the following Personal data:

- Personal data obtained through cookies and similar technologies, including the IP (Internet Protocol) address used to connect your computer to the Internet, the type of mobile device You use, a unique device identifier;
- Time and location data.

When You authorize a third party social network (such as Facebook, Twitter, Instagram, LinkedIn, etc.) to share your Personal data with Us, We are entitled to receive any Personal data that You share publicly on the social network, that is part of your profile or that You allow the social network to share. The applicable terms of use and the privacy notice of each social network that You use shall apply, for which We have no responsibility

► *This information is necessary to help Us understand and enhance your use of your account and/or of our Website and/or relationship in the context of the social network.*

→The lawful ground is in this context the legitimate interest of CIES to enable the full functionalities of its courses, programs and activities (including for alumni), as well as better understand the use and effectiveness of its online tools.

c) Other legal relationship

When You otherwise enter into a contract with us or any other legal relationship, directly or through your employer, We shall as a rule collect and process the following Personal data:

- Contact details (Name, surname, professional email address, name of company);
- Personal details (Title, nationality, country of residence, language(s), picture);
- Contractual information (contract, quality of services, purchase history, etc.);
- *For guest speakers and experts:* professional experience and publications;
- Financial and payment data (including payment details and follow-up);
- Any other Personal data that you would communicate to Us.

This applies especially to any and all services provided by CIES in the context of its Documentation Center, both for library services and its online shop. It also applies to all processing activities linked to outside experts, faculty and speakers.

► *This information is required to manage your relationship with CIES, ensure the quality of services rendered and communicate with You.*

→The lawful ground is in this context the execution of the contract.

d) Questionnaires and interviews

When taking part in a questionnaire or interview in the context of our analytic activities, We may keep the answers and, where applicable, recording of it. Please note that You shall always be informed at the start of an interview if it is recorded and be asked for your consent regarding the recording.

► *We shall use the aforesaid information to build up statistics and perform our general analytic work.*
→ *The lawful ground is in this context the legitimate interest of CIES to perform its research and analytical activities.*

e) Third-party Personal data

Should You exceptionally communicate Us Personal data of third-parties, you must ensure that You are entitled to do so (especially in case of the data subject's consent) and that such Personal data is correct and up-to-date.

B. Personal data received through your activities within the course and/or program and/or class

When You participate to a program and/or course and/or class provided by CIES, or otherwise take part into events that are organized by CIES, We may collect or receive the following Personal data:

- Your attendance to events, including photographs and video in which you may appear (•);
- Your connections to other participants, alumni, staff or networks and membership to social media groups (•);
- Your involvement as a volunteer in a committee, participation to programs and/or classes, speaker at a conference or event;
- Any grades, results and awards received in the context of the program and/or course and/or class.

► *This information is required to manage your and our activities in the context of the program and/or course and/or class, as well as ensure the quality and management of all of our programs, courses and classes and, where applicable, ensure that you benefit correctly from any scholarship you may have been granted.*

→ *The lawful ground is in this context the execution of the contract. For the personal data mentioned with a "•", it is the legitimate interest of CIES to develop its programs, courses and activities (including for alumni), as well as be able to communicate on them and promote them.*

C. Personal data obtained from publicly available sources

a) *Research activities*

Within the execution of its research activities, CIES may collect and process personal data obtained from publicly available sources on the topic of sport and sports players, especially regarding:

- Name, club and history of a player;
- Game information as well as nominal stats and figures for specific players;
- Transfer data and financial information regarding specific players.

► *This information is necessary to allow CIES to proceed to its research activities, establish figures and stats as well as other results that would be required.*

→The lawful ground is in this context the legitimate interest of CIES to proceed to research for academic or commercial purposes, as well as offer all required information in the context of its programs, courses and classes.

b) *Other situations*

CIES may also collect and process Personal data linked to You obtained from publicly available sources such as your LinkedIn profile or other public Internet sources, in order to enhance your profile and allow Us to ensure the best communication and relation with You in relation to our programs, courses and classes, both during and after them. Such information may also be used in the context of the granting of a scholarship. The scope of any such publicly available Personal data that would be collected shall be limited to what is relevant in the context of the pursued purpose by CIES.

► *This information is necessary to allow CIES to proceed to ensure that your profile and the Personal data that is used in the context of the activities of CIES is complete, correct and up-to-date.*

→The lawful ground is in this context the conclusion and execution of the contract, for scholarship granting. For the rest, it is the legitimate interest of CIES to develop its programs, courses and activities (including for alumni), as well as to ensure it holds complete and up-to-date Personal data.

► →Please note in addition that all of the above mentioned categories of Personal data may be used to establish statistics by CIES. Any statistics shall be anonymized as soon as possible, when it is not required by the pursued purpose to hold nominal information. The lawful ground is in this context the legitimate interest of CIES to develop and understand its research activities as well as its programs, courses and classes (including for alumni).

4. Transfer of your Personal data

A. Within CIES

Within CIES, all transfers and communications are decided based on a need-to-know assessment.

B. In the context of programs, courses and scholarship programs

Some of the programs and courses offered by CIES, as well as some of the scholarships that may be granted by CIES (especially the FIFA Research Scholarship and the scholarship for the FIFA Master program), are run and/or offered in collaboration with third-party partners throughout the world, including universities, professional associations or private companies. In such a context, CIES and these third-party partners may exchange Personal data on participants, applicants and alumni, in order to ensure the good execution and implementation of the program and course, as well as its follow-up. This may also be done in the context of the granting and follow-up of any scholarship, as well as in the case where speakers and outside faculty take part into the programs and courses. CIES ensures that the contractual legal frame required to ensure the protection of personal data is implemented.

The exact detail of possible third-party partners of CIES in the context of a program, course or scholarship program may be asked to CIES upon request by using the contact details provided under clause 2 above.

C. Subcontractors and processors

Your Personal data may be transferred to subcontractors, who support CIES in the implementation of its tasks as well as in the execution of its activities. This mainly concerns the running of IT services and operations, the organization of events as well as the sending of newsletters.

CIES ensures that the contractual legal frame required to ensure the protection of personal data is implemented.

D. Clients and cocontractors

In the context of its research activities, CIES may communicate stats, figures and other results of such research to third-party partners and clients. It is explicitly underlined that results derived from the research work of CIES (analysis, pooling or otherwise processing) may freely be used by CIES, including through its communication to third-parties, and may be covered by CIES' intellectual property rights.

In any situation where only statistical data would be required and not nominal information, CIES does as a rule anonymize the Personal data.

E. Public authorities

CIES may be required, especially through its legal obligations, to provide limited personal information to public authorities. This is especially the case concerning the residents' office or other immigration requirements.

F. International transfers of Personal data

Whenever a transfer is done outside of Switzerland and the EU/EEA to a controller or processor by CIES, CIES ensures that your Personal data is correctly protected through adequate guarantees. This especially includes standard contractual clauses as recognized by the Swiss data protection commissioner, as well as other possible contractual tools. A copy of these guarantees may be obtained from CIES upon request, by using the contact information provided under par. 2 above.

Please consider the three following additional points:

- Any online directory that would have been established by CIES in the context of its programs or courses is available for all participants and alumni. It is only meant for purposes linked to the aforesaid programs and courses, including networking opportunities. You are however sole responsible for the use of this tool and CIES is not responsible for any misuse that would be done.
- Brochures that are established in the context of specific programs, with personal information you communicated to us for such purpose, are available and distributed worldwide.
- Any results derived from the research work of CIES (analysis, pooling or otherwise processing) may be communicated outside of Switzerland and the EU/EEA without further formalities, unless otherwise is absolutely required by applicable data protection laws.

5. Security of your Personal data and principles guiding retention

CIES ensures the safety and the security of Personal data by implementing enhanced security measures. Such appropriate measures are taken at both a technological and organizational level in order to protect Personal data from unauthorized access, improper use, alteration, unlawful or accidental destruction and

accidental loss. Such measures also cover access-rights limitations and password protected systems. These are consistent with the good practice, considering the risks involved.

Please note however that We cannot guarantee an absolute security for your Personal data, to the extent that the Personal data retention and electronic transmission involves certain risks.

Your Personal data is stored for as long as CIES offers services related to the purposes mentioned above, including in the context of the alumni network, unless you request their erasure. In the latter case, most of your Personal data will be completely deleted, unless applicable law or another justification requires to retain it. Please note that CIES has in particular to keep:

- Certain limited Personal data linked to your participation in any program or course for regulatory and follow-up reasons, including financial follow-up;
- Results of its research activities, to ensure its continuous activities and services.

6. Your rights

Depending on the applicable legal regime to your Personal data, You may have the following rights. Please note that they may each be limited based on the CIES and/or third-parties' legitimate interests or based on other grounds, including CIES legal obligations. To exercise them, please contact us by using the contact information provided under par. 2 above.

- **Information right:** See current Notice.
- **Access right:** You have the right to receive from CIES confirmation about the actual processing or not of your Personal data. If your Personal data is processed, you have the right to access such Personal data (including to receive a copy). Limits may apply especially for the results of research activities led by CIES and that enter CIES' intellectual property rights.
- **Rectification right:** You have the right to request that your Personal data be rectified or completed, without undue delay.
- **Erasure right:** You have the right to request the erasure of your Personal data without undue delay.
- **Limitation of processing right:** CIES grants You the right to request that your Personal data be processed in a limited manner.
- **Data portability right:** CIES grants You the right to retrieve the data you have provided, in a structured, commonly used and machine-readable format, and You have the right to transfer this Personal data to another controller.
- **Right to object:** CIES grants You the right at any time to object to the processing of your Personal data for reasons deriving from your personal situation, even if this processing concerns CIES' legitimate interest or public interest.
- **Possible right to lodge a complaint with a supervisory authority.**

When the processing is based on your consent, You can at any time withdraw it. Please note however that in such a case, CIES may be authorized to continue processing your Personal data, based on another lawful ground. Similarly, the lawfulness of any data processing occurred before the consent's withdrawal is not impacted by such withdrawal.

As the case may be, if You wish not to appear anymore in the online directory established by CIES in the context of a program or course, please contact Us directly. We shall unpublish your listing from the online directory as soon as You notify your request to do so. Please note that this shall not lead to the deletion of your own profile, accessible to You and to the CIES.

In the case of a programme - related brochure printed out with information You communicated to Us specially for the purpose, You do acknowledge that any measure that would have to be taken because of the withdrawal of your consent (including reprinting) may, when it is possible, imply important costs that would have to be borne by You.

7. Changes to this Notice

This Notice was last updated on 29.07.2020.

We may update this Notice at any time. Any new version of this notice shall be posted on CIES website. Please check this Notice regularly to identify any changes.

8. Cookies and other website-related processing

Please refer to our [cookie notice](#) – accessible on our Website – for details regarding the use of cookies and other technological tools on our Website. It is specified that, as a rule, our Website only uses technical and other required cookies (including analytic cookies), to the exclusion of commercial and advertisement-related cookies, whether first-party or third-party.

* * *