

## 1 Who we are and how to contact us

The École Polytechnique Fédérale de Lausanne (EPFL), Bâtiment CE, 3.316, Station 1, 1015 Lausanne, Switzerland is the data controller.

You can contact the data controller by contacting the Research Office:

Research Office

Av. Auguste-Piccard 1

CH - 1015 Lausanne

[research@epfl.ch](mailto:research@epfl.ch)

EPFL provides the MoveIn platform for the purposes described in section 2.1.

This privacy policy supplements the [EPFL privacy policy](#).

## 2 Purposes and justification

### 2.1 Purposes of the data processing

We process your Personal Data for the following purposes:

- a) **Manage your application for a research grant;**
- b) **Manage your application for the Human Research Ethics Committee at EPFL;**
- c) **Manage your application for an EPFL research award;**
- d) **Manage your account in the MoveIn platform;**
- e) **Statistical purpose.**

### 2.2 Justification of the data processing

#### 2.2.1 If you are an EPFL's employee

If you are employed by EPFL, the processing of your personal data is necessary for the performance of our tasks and is carried out in the public interest and according to:

- art. 36a and seq. of the Swiss Federal Act on the Federal Institutes of Technology of 4 October 1991, "FIT Act") regarding the purposes mentioned in section 2.1 lit. a and d;
- art. 36b and seq. of the FIT Act regarding the purposes mentioned in section 2.1 lit. c and d;
- art. 36c and seq. of the FIT Act regarding the purposes mentioned in section 2.1 lit. b and d.

By ticking the corresponding box, you only demonstrate that you read carefully this Privacy Policy.

#### 2.2.2 If you are not an EPFL's employee

If you are not employed by EPFL, the processing of your Personal Data for the above-mentioned purposes is justified because you give us your consent when you tick the corresponding box at the time of registration on the platform.

If you refuse to consent by ticking the corresponding box, please contact [research@epfl.ch](mailto:research@epfl.ch) in order to consider other alternatives. If no alternative is found, EPFL may always refuse your

registration or your application, because it could generate too much administrative work. You therefore accept the consequences that may follow.

### **3 Data we collect**

#### **3.1 Categories of data**

In order to carry out our purposes, we need to process your application personal data (3.2), statistical data and cookies (3.3) (altogether referred to as the "Personal Data" in this Policy).

#### **3.2 Application personal data**

For the purposes described in section 2.1, we may request from you the following personal data:

- Your credentials (your password for example)
- Your first names and last names
- Gender
- Nationality and second nationality
- Email addresses
- Date of birth
- Function and/or Doctoral program
- Institution name
- Professional address
- Private address
- Academic degrees and corresponding dates
- Start date at EPFL
- CV
- Bibliography
- Publication list
- Budget
- Research Proposal and/or Research domain
- Career plan
- Motivation letter
- List of publications
- Grade transcripts
- Thesis and thesis minutes and/or records
- Referee external letter
- Internal support letter and/or Funding institution endorsement letter
- Passport copy or ID copy
- All other relevant personal data contained in the documents submitted in your applications.

All this information is not collected at the time of your registration on the platform, but only when it is required for your application(s). At the time of registration, we usually collect your credentials, email address, and your institution affiliation. The collected personal data depends on your request on the platform, and we are only collecting the necessary personal data.

#### **3.3 Statistical Data and Cookies**

In addition, we process the following data ("Statistical Data"):

- The number of your visits
- Your IP address
- The duration of your visits
- Information about what parts of the website you visited

Statistical Data is processed for the purpose of the **analyzing of the audience or assessing how people use the website** – for example, the number of users on a website, how long they stay on the site for, and what parts of the site they visit. The legal basis for this processing is your consent.

For your information, we are also using cookies. A **cookie** is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies or similar technologies can be useful in many ways to make your visit to our platform simpler, more pleasant and more pertinent. Various types of cookies are present on our platform:

- o Cookies that are strictly necessary, which are necessary for navigation, along with your authentication token after logging in, and to secure the platform
- o Functionality cookies, which are collecting some of your surfing preferences such as language preferences
- o We do not use advertising cookies.

You can always manage your consent through your browser. Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- (a) <https://support.google.com/chrome/answer/95647> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- (c) <https://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/fr-ch/guide/safari/sfri11471/mac> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

We encourage the users to choose browsers that ensure a secured confidentiality, such as Brave: <https://brave.com>.

#### **4 How we retain your data**

We store your Personal Data as long as your account exist. For statistical purposes, some of your Personal Data will anonymized and will be kept for a longer period.

Your Personal Data is stored on secure servers at our Service Provider's premises, in Germany. Some of your Personal Data may be also copied on EPFL's servers, in Switzerland.

## 5 Data Sharing and International transfers

We are sharing your Personal Data with the following recipients exclusively:

- Authorized employees of EPFL;
- Authorized external reviewers from institutions of research or education;
- Our Service Provider;
- Authorized national authorities (if required by the law).

We process your Personal Data in Switzerland, in United Kingdom, and in the European Union, and we rely on legal processes to legally transfer data across borders, for instance based on standard contractual clauses approved by the Federal Data Protection and Information Commissioner (FDPIC) or based on the decision of the FDPIC or the Federal Council.

## 6 Service Provider

EPFL uses the software services of MoveIN / QS Unisolution Ltd (1 Tranley Mews, Fleet Road NW3 2DG, London), which specializes, among other services, in IT solutions for appointment application processes.

Our Service Provider is storing your Personal Data on their servers in Germany but has no access to your Personal Data. Exceptionally, upon request of EPFL, our Service Provider may exceptionally access to some of your Personal Data under strict confidentiality if it is necessary to solve a technical issue.

## 7 Security

We have put in place appropriate security measures pursuant to the acknowledged rules of the art. This includes in particular an access limitation, as technical and organizational security measures.

Please note however that we cannot guarantee an absolute security for your Personal Data, to the extent that the Personal Data retention and electronical transmission involves certain risks.

## 8 Your Rights

You have a number of rights according to the data protection legislation. These rights can be limited in particular when they affect rights and freedom of others. We will inform you of applicable exceptions in our answer to your potential request.

These rights include:

- **right of access:** You have the right to know what personal data we hold about you and to ask, in writing, to see your personal data. You can directly have this information by contacting : [dpo@epfl.ch](mailto:dpo@epfl.ch).
- **right to be informed:** You have the right to be informed how your Personal Data will be used. This Privacy Policy as well as any additional information or notice that is provided to you either at the time you provided your details, or otherwise, is intended to provide you with this information.
- **right to withdraw consent:** Where we process your Personal Data on the basis of your consent, you can withdraw that consent at any time.

- **right to object:** You also have a right to object to us processing Personal Data where we are relying on a task carried out in the public interest or our legitimate interests to do so.
- **right to restrict processing:** In certain situations, you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.
- **right of erasure:** In some cases, you have the right to have your Personal Data to be deleted.
- **right of rectification:** If you believe your Personal Data is inaccurate you have the right to ask for their update.
- **right to file a complaint:** If you are unhappy with the way in which we have handled your Personal Data, you have the right to file a complaint with the Federal Data Protection and Information Commissioner (FDPIC) or with the supervisory authority of your country or residency.

## 9 Changes to this Privacy Policy

We may revise this Privacy Policy from time to time. The most current version of the policy will govern our processing of your Personal Data and will always be available on the Platform. In case of modifications, we will publish a notice on the main page of the platform. Therefore, it is strongly recommended to check the platform regularly. If you disagree to any of the changes to the Privacy Policy, you must stop using the platform and ask for the deletion of your account.

## 10 Applicable law

Swiss material laws are applicable. The place of execution and of jurisdiction is in Lausanne, at the registered office of EPFL.