

***Last edited on 18/09/2019***

This privacy policy is for the website with url <http://www.musique-ge.eu/> and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be described within this policy.

## **1. Types of data collected**

We collect information from you when you submit a question through the Quality Assurance Desk for institutions or enter information in any other way on our site. You may be asked to enter your name, email address or other details, where appropriate.

In the section relating to the MusiQuE Peer-reviewers Register on the website, interested peers will find information on how to submit an application for inclusion on the MusiQuE Peer-reviewers Register, and how to register for the annual MusiQuE Training for Peer-reviewers. It should be noted that applications for inclusion on the MusiQuE Peer-reviewers Register are not being collected through the website, but through a Google form which can be filled in online and subsequently submitted to MusiQuE. Participants to the MusiQuE Training for Peer-reviewers are asked to register through an online form provided on the website of the European Association of Conservatoires (AEC). More information about the disclosure of data from participants to the Training can be found below in the section on third parties.

## **2. Use of the collected data**

General website users should be aware that MusiQuE may use certain information that we collect from you in the following ways:

- To follow up with you after correspondence (e-mail or phone inquiries)

We collect your email address in order to:

- Send information, respond to inquiries, and/or other requests or questions

Specific groups of data subjects can find more detailed information about the data we can collect from them in the sections below:

- Privacy policy for Peer-reviewers (section 8.1)
- Privacy policy for (staff members employed in) institutions reviewed by MusiQuE (section 8.2)
- Privacy policy for partners (section 8.3)

We keep personal data for the time necessary to accomplish the objectives pursued. Afterwards, we delete these data.

We do not ask for financial data online/through our website, but payment service providers processing the registration for the MusiQuE Training for Peer-reviewers on the AEC website might do. More information about the disclosure of data to the AEC can be found in the section on third parties.

### 3. Data security

We implement a variety of security measures when a user enters, submits, or accesses their information to maintain the safety of your personal information.

Should a data breach occur, we will take the following responsive action:

- We will notify you via email **within 72 hours**.
- We will notify the users via in-site notification **within 72 hours**.

### 4. Transparency concerning the use of data

According to the General Data Protection Regulation, we agree to the following:

- Users can visit our site anonymously via the incognito mode of a browser.
- Once this privacy policy was created, we added a link to it on our home page.
- Our Privacy Policy link includes the word 'Privacy' and can easily be found on the page specified above.
- You will be notified of any Privacy Policy changes through the present Privacy Policy statement.
- Third party behavioural tracking is only done by [Google Analytics](#)

In addition, in our code of conduct we agree to the following concerning e-mail correspondence:

- Not to use false or misleading subjects or e-mail addresses.
- To include the physical address of our business or site headquarters.
- To monitor third party email marketing services for compliance, if one is used.

Privacy of children is important to us. Therefore, we do not specifically market to children under the age of 13 years old. We do not collect any personal identifiable data from them, nor from our other visitors.

### 5. Rights of users

In accordance with the General Data Protection Regulation, MusiQuE provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

If you want to invoke your rights at any time, please contact us via the contact details mentioned below.

Finally, individuals have the right to lodge a complaint with the relevant Data Protection Authority, which is the [Belgian Privacy Commission](#).

Commission for the Protection of Privacy  
Rue de la Presse 35, 1000 Brussels

Tel.: +32 (0)2 274 48 00

Tel.: +32 (0)2 274 48 35

E-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)

Website: <https://www.privacycommission.be/en>

## 6. Responsibilities of users

When submitting a question through the Quality Assurance Desk, users are responsible themselves for the correctness of the information they present. When applying for registration on the MusiQuE Peer-reviewers Register, users are requested to fill in information about themselves. This registration of data is needed to make use of our services. In order to give users the best service possible, they are responsible to fill in information that is precise, complete and up-to-date information. They are also responsible to update the data if necessary to keep the information precise, complete and up-to-date in the future.

## 7. Data sharing with third parties

Information of general website-visitors will not be shared. We may pass your non-personally identifiable visitor information to a third party service provider, [Google Analytics](#), which we use to keep track of our communication channels and to improve the MusiQuE online services, for example by measuring how many visitors the MusiQuE website receives or how often a news item is clicked. However, when we use third party service providers, no personal information is disclosed as all the information is anonymized. We have a contract in place that requires third party services to keep your information secure, not to use it for their own direct marketing purposes, and to keep it for no longer than necessary for the purposes of completing the tasks and providing the services to you on our behalf. Google Analytics may perform third party behavioural tracking.

Depending on the nature of the information you actively share with MusiQuE and the purpose for which information is collected, your data might be processed by a different party than MusiQuE. MusiQuE ensures that, where relevant contractual safeguards are implemented to ensure the protection of your personal data when disclosing your data to a third party. The third parties we deal with can be divided in non-EU processors and EU-processors. All of them are listed below.

The following list of processors indicates the organisations that MusiQuE can possibly share your data with. The links refer to the privacy policies on their websites. We made sure that the non-EU processors are in agreement with the GDPR due to the EU-US privacy shield.

These third party processors are:

- [Dropbox](#)
- [Google](#)
- [Whova](#)
- [LinkedIn](#)

The EU processors with whom MusiQuE cooperates are:

- [GoPublic](#)
- [ING](#)

MusiQuE might also share your data with [AEC](#). With MusiQuE's permission, AEC distributes news items about MusiQuE's activities. AEC processes the personal data of participants to the annual MusiQuE Training for Peer-reviewers for the purpose of their registration to the event only.

### 8. Specification of the privacy policy for specific groups

#### 8.1. Privacy policy for Peer-reviewers

This notice applies to all personal information submitted by e-mail and/or via Google forms. Peer-reviewers are required to fill in an application form. The requested information in this form is:

*Contact information, institutional information and employment history*

We use this information to confirm or reject the application and to communicate about tasks and activities.

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Access to the information which you have provided will be limited to authorised employees as required for the purposes identified above as well as IT security and maintenance.

The data in the application form (name, surname, expertise fields and experience, experience in Quality Assurance, language skills) can be disclosed to institutions that request a review procedure, in order to compose and propose them the review team for the procedure.

The data (name, surname, email address, expertise fields and experience, experience in Quality Assurance, language skills) might be disclosed to quality assurance agencies operating in the field of higher education by contacting MusiQuE in order to nominate experts for assessments.

#### 8.2 Privacy policy for (staff members employed in) institutions reviewed by MusiQuE

This notice applies to all personal information submitted by e-mail. Institutions being reviewed by MusiQuE are requested to provide details on individuals taking part in the review process. The requested information includes:

*Name and current function within the institution under review*

We use this information to inform review teams about the individuals the review team will meet in each meeting during the site-visit to the institution under review. This information will also be reflected in the review report resulting from the review procedure. As stipulated in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), reports resulting from review procedures are published online and are accessible to third parties.

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Access to the information which you have provided will be limited to authorised employees as required for the purposes identified above as well as IT security and maintenance.

#### 8.3 Privacy policy for partners

This notice applies to all personal information by email or post. MusiQuE has agreements with its partners in the form of memoranda of understanding. The information that we save about our partners is:

*Contact information and information about the company or organisation*

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Access to the information which you have provided will be limited to authorised

### 9. Cookies

A cookie is a mini-file placed on the site of the visitor of a site to facilitate the communication between the computer of the visitor (whatever the type used - computer, smartphone, console or video games connected to Internet, ...) and the site's server. In this limited sense the cookie fulfils the role of a simple witness to the transaction by storing certain information.

Thereafter, technological developments allow the purposes of cookies to be extended to monitor, for example: performance of the site, audience of the site and statistics.

Cookies help us improve our site and provide a better service to you.

We use cookies to assess the performance of our website.

We retrieve statistics from our website by letting [Google Analytics](#) track this information on our behalf. The cookies are anonymous and do not store on location.

### Contact information

If there are any questions regarding this privacy policy, you may contact us using the information below.

Ana Álvarez

MusiQuE

Avenue de Celtes 20 / Keltenlaan 20

1040 Brussels, Belgium

Tel: + 32 27371676

E-mail: [info@musique-qe.eu](mailto:info@musique-qe.eu)