



## QTEM student Engagement

October 2019

This Engagement forms the basis of the relationship between you and QTEM from the time you accept an offer of a place in the QTEM Program.

To keep this engagement to a one-page length, we refer to other documents, which together with this Engagement constitute the entire agreement governing the relationship between you and QTEM:

**Appendix 1: QTEM Program Requirements**, which contain the academic requirements, common to all QTEM students globally in order to be awarded the QTEM Masters Network Degree.

**Appendix 2: Terms of Use of the QTEM Platform**, which cover the obligations you have when using our platform ([www.qtem.org](http://www.qtem.org)) or mobile applications. By using this platform or its content, whether directly or through a third party, you agree to be legally bound by and act in accordance with the Terms of Use. If you disagree with the Terms of Use, you are not permitted to, and agree not to, use the platform or its content. And in consequence, as the use of the platform is necessary, you cannot be accepted as a QTEM Student.

**Appendix 3: QTEM Privacy Policy**, which covers the general topic of personal data protection. When you join the QTEM community, you understand that QTEM will process your personal data, notably for the performance of this Engagement. How we do this is set out in the QTEM Privacy Policy.

I, the undersigned \_\_\_\_\_ (Name and Surname),

student of \_\_\_\_\_ (Academic Partner),

hereby apply to the QTEM program and confirm that I have received, read, understood and agreed to:

- Appendix 1 (12 pages): QTEM Program Requirements
- Appendix 2 (4 pages): Terms of Use of the QTEM Platform

and confirm that I have received, read and understood:

- Appendix 3 (16 pages): QTEM Privacy Policy

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## QTEM PROGRAM REQUIREMENTS FOR THE DELIVERY OF THE *QTEM DEGREE*

**Important note:** this document is for the exclusive use of QTEM Partners and QTEM students (no public posting of the present document is allowed).

The **QTEM Degree** is delivered to QTEM students upon completion of strict academic requirements, which are common to all QTEM students globally.

**QTEM students** are students enrolled in the QTEM Masters Network, via their home institution Master.

QTEM students become **QTEM graduates** from the moment they are being awarded their QTEM Masters Network Degree. QTEM graduates belong to the community of **QTEM Alumni**.

Every QTEM Academic Partner is free, as the home institution of the QTEM student, to impose additional requirements to its own students, as long as they are compatible with the QTEM requirements.

The section below details the QTEM requirements per category. **These rules are valid for QTEM candidates officially pre-selected in 2020.**

The QTEM Degree requirements concern the following categories:

1. Selection of QTEM students (incl. GMAT score and QTEM privacy policy)
2. QTEM tracks
3. International experiences
4. Quantitative skills
5. QTEM Data Challenge
6. QTEM Modules
7. QTEM internship

The following sections are also covered in the present document:

8. Documents required for the delivery of the QTEM Degree
9. QTEM cohort
10. Final considerations
11. Appendix: QTEM contact persons

## 1. Selection of QTEM students and GMAT score

All QTEM students are outstanding students who have been selected through a competitive selection process by a QTEM Academic Partner amongst the best students enrolled in one of the QTEM Masters, and who meet the QTEM GMAT/GRE score requirements.

### 1.1. Selection/allocation dates

QTEM students are selected exclusively through one of the QTEM Academic Partners. All Academic Partners determine their own procedure and deadlines, in compatibility with the QTEM rules.

QTEM destinations are allocated centrally through two allocation rounds per academic year. The date of the first allocation of a QTEM destination to a given student defines the **QTEM selection date** for that student.

Academic Partners communicate all information on selected QTEM students to QTEM Central by the **QTEM allocation dates**, i.e., no later than:

1.1.1. 20 February (for the exchanges taking place in the upcoming Fall semester)

1.1.2. 20 June (for the exchanges taking place in the upcoming Spring semester)

Information concerning QTEM students and exchanges are communicated by all Academic Partners to the QTEM Central office no later than:

1.1.3. 1 March (for the exchanges taking place in the upcoming Fall semester)

1.1.4. 30 June (for the exchanges taking place in the upcoming Spring semester)

### 1.2. Available slots

Each QTEM Partner can select up to 20 QTEM students ( $S_{\max} = 20$ ) yearly.

### 1.3. GMAT/GRE score requirements

1.3.1. All QTEM candidates must send an official GMAT or GRE score to both the QTEM organisation and the home university. This can be done by the candidate when taking the exam: select both the QTEM program (named “QTEM”) AND the home Master’s program (or university) to receive a copy of your official score. Candidates cannot be admitted to the QTEM network without an official score. If the candidate has taken the GMAT or GRE in the past, they can order an “Additional Score Report” from the test publisher; QTEM will only accept official score reports.

1.3.2. The common acceptance pre-requisite for QTEM is based on the GMAT score:

GMAT score	Implication for QTEM
≥ 650	The student meets the common acceptance pre-requisite for QTEM
600-<650	The student can be considered for QTEM if exceptional profile (to be assessed by the local Academic Partner)
< 600	The student cannot be considered for QTEM <sup>1</sup>

1.3.3. The GRE revised General Test\* is also accepted for QTEM, as an alternative to the GMAT test.

1.3.4. For students taking the GRE revised General Test score, the GRE score is converted into a GMAT equivalent score using on the conversion tool available on:

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<sup>1</sup> Except for maximum 3 students per year per Academic Partner, in case of exceptional student profile (to be duly justified by the local Academic Partner).

[https://www.ets.org/gre/institutions/about/mba/comparison\\_tool](https://www.ets.org/gre/institutions/about/mba/comparison_tool).

- 1.3.5. The GMAT/GRE test must have been taken within the last 3 years preceding the QTEM selection date.
- 1.3.6. GMAT/GRE scores should be submitted by the Academic Partner, for each selected student, no later than the QTEM selection date (cf. 1.1). By exception, the Academic Partner may allow (some of) its own students to deliver a qualifying GMAT/GRE score at a later deadline, however in any case a valid GMAT/GRE score for those students should be communicated to QTEM Central by the Academic Partner no later than the following deadlines:
  - 1.3.6.1. 20 May (when the first exchange taking place in the upcoming Fall semester)
  - 1.3.6.2. 20 September (when the first exchanges taking place in the upcoming Spring semester)**Students without a qualifying GMAT/GRE score at these dates will be automatically withdrawn from QTEM.**
- 1.3.7. Missing GMAT/GRE scores at the QTEM allocation deadline will be automatically replaced by 600, for destination allocation purposes only. Hence, missing GMAT/GRE scores may alter the ranking of an institution and its students for destination allocation purposes (cf. 3.3).

#### 1.4. Competitive selection process

QTEM students are selected by each Academic Partner based on:

- 1.4.1. **Academic excellence** (must have)
- 1.4.2. **English proficiency** (must have)
- 1.4.3. **Quantitative proficiency** (must have)
- 1.4.4. **International experience** (plus)
- 1.4.5. **Professional / extra-academic experience** (plus)

#### 1.5. Enrollment in a QTEM Home Masters

- 1.5.1. The QTEM student must enroll in one of the local Masters giving access to QTEM, henceforth called the **QTEM Home Master**. Every acceptance in the QTEM Masters Network is conditional on the student's admission to one of the QTEM Home Masters.
- 1.5.2. The graduation from the Home Master is a pre-requisite for the delivery of the QTEM Certificate.

#### 1.6. QTEM student Engagement

The signature of the QTEM student Engagement is a prerequisite for any student to be eligible as a QTEM student. Therefore, a signed copy must be communicated to QTEM Central by the QTEM Academic Partner no later than the **QTEM selection date**. It includes the following appendices:

- 1.6.1. QTEM Program Requirements
- 1.6.2. Terms of Use of the QTEM Platform (available through the QTEM platform)
- 1.6.3. QTEM Data Privacy Policy (available through the QTEM platform)

## 2. QTEM tracks

All QTEM students follow one of the QTEM academic tracks.

### 2.1. QTEM exchange and QTEM destination

A **QTEM exchange** is being defined as a study stay with a QTEM Partner of minimum one academic semester during the QTEM Home Master's curriculum, which meets the QTEM requirements. The **QTEM destination** is defined as the Academic Partner where the QTEM exchange is taking place.

### 2.2. QTEM academic tracks

The possible **QTEM academic tracks** are as follows:

2.2.1. **QTEM track 1:** including one QTEM exchange.

2.2.2. **QTEM track 2:** including two QTEM exchanges.

2.2.3. It is the responsibility of the student to make sure that the content of the QTEM track enables to meet all QTEM Masters Network Certificate delivery conditions set forth in the present document.

2.2.4. It is the decision of the home institution to open or not a given QTEM track to its own QTEM students<sup>2</sup>.

2.2.5. The timing of the student international experiences is determined in accordance with the rules of the home institution.

## 3. International experiences

All QTEM students should complete international experiences of minimum one (academic) semester each in at least two different countries<sup>3</sup>.

### 3.1. Validation of the international experiences

All international experiences are validated by, and according to the usual rules of, the International Office of the home institution<sup>4</sup>.

### 3.2. Global QTEM Ranking

The **Global QTEM Ranking** is a ranking of QTEM students established by the QTEM Central Office on the basis of the local rankings of QTEM students established by each Academic Partner for its own students. It is established every semester according to the rules below.

#### 3.2.1. Local Ranking of QTEM students

Every Academic Partner is responsible for its own ranking of QTEM students (from #1 to # $S_{AP(i)}$ <sup>5</sup>); the International Office of the home institution communicates every semester to the QTEM Central Office, within the set deadlines, the complete information on each of its QTEM students, as follows:

3.2.1.1. Contact details

3.2.1.2. Local Ranking

3.2.1.3. GMAT/GRE score (+ copy of the official transcript)

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<sup>2</sup> Please refer to the International Office of the home institution.

<sup>3</sup> As far as QTEM rules are concerned, the People's Republic of China, Hong Kong, Macao and Taiwan are considered different countries.

<sup>4</sup> The rules of the home institution apply, a.o., for grades, passing and failing, for all courses taken locally *and* abroad.

<sup>5</sup>  $S_{AP(i)}$  is the number of QTEM students of Academic Partner "i";  $S_{AP(i)} \leq S_{max}$ .

- 3.2.1.4. Preferences for destinations
- 3.2.1.5. Complementary information, if any (e.g., “other international experience” at University level)

In case a GMAT score is missing for at least one student at a given Academic Partner at the date of submission of the local ranking, the concerned Academic Partner submits two separate student rankings: one ranking for the students with a GMAT score ("local ranking with GMAT"), and one ranking for the students without a GMAT score ("local ranking without GMAT").

### 3.2.2. Ranking of the QTEM Academic Partners

Academic Partners are ranked (from #1 to #AP), every semester, according to the average GMAT score of their QTEM students. In case of ex aequo, the Academic Partner with the earliest QTEM adhesion date (as of the latest QTEM Cooperation Agreement) is ranked first.

### 3.2.3. Global QTEM Ranking

The local rankings are converted every semester into the **Global QTEM Ranking** (from #1 to  $\# \sum_{i \in AP} S_{AP(i)}$ ) based on the local rankings, in the following way:

- 3.2.3.1. A Global QTEM Ranking with GMAT score is built based on the local rankings with GMAT score in the following way:
  - 3.2.3.1.1. First, the #1 students from all Academic Partners are ranked sequentially, according to the ranking of the Academic Partner
  - 3.2.3.1.2. Then, the #2 students from all Academic Partners are ranked in the same way
  - 3.2.3.1.3. And the like, until the  $\#S_{max}$  students<sup>6</sup>
- 3.2.3.2. A Global QTEM Ranking without GMAT score is built based on the local rankings without GMAT score using the same procedure (cf. 3.3.3.1)
- 3.2.3.3. The **Global QTEM Ranking** consists of, sequentially, the Global QTEM Ranking with GMAT, and the Global QTEM Ranking without GMAT<sup>7</sup>

## 3.3. Allocation of QTEM destinations

Destinations are allocated at the QTEM Central level, every semester, following the student’s preferences, the Global QTEM Ranking, and the “double-limit rule”.

### 3.3.1. Student’s preferences

QTEM students must rank five available QTEM destinations, per order of preference.

### 3.3.2. Global QTEM Ranking and double-limit rule

Available slots are allocated according to the student’s preferences sequentially, following the Global QTEM Ranking of the QTEM student, and the "**double-limit rule**", i.e., in any given semester:

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<sup>6</sup> I.e., the #1 student of the #1 Academic Partner is ranked first; then the #1 student of the #2 Academic Partner; ...; the #1 student from the #AP Academic Partner; the #2 student of the #1 Academic Partner; the #2 student of the #2 Academic Partner; ...; the #2 student from the #AP Academic Partner; the  $\#S_{max}$  student of the #1 Academic Partner, the  $\#S_{max}$  student of the #2 Academic Partner, ..., the  $\#S_{max}$  student from the #AP Academic Partner.

<sup>7</sup> Hence, the first student of the Global QTEM Ranking without GMAT is ranked just below the last student of the Global QTEM Ranking with GMAT.

3.3.2.1. Maximum 25 QTEM incoming students per Academic Partner

3.3.2.2. Maximum 7 incoming students from the same Partner to another Partner (“no cluster rule”)

### 3.3.3. Acceptance of the allocated destination

The QTEM allocation process is designed in such a way that the chances of receiving one of the preferred destinations is high. A QTEM student cannot refuse the allocated QTEM destination. QTEM students who refuse an allocated destination will be automatically withdrawn from QTEM.

## 3.4. QTEM destinations

As of the date of writing, the QTEM destinations are:

Country (city)	QTEM destination (QTEM Academic Partner)	QTEM Academic Partner (short name used by QTEM)	QTEM destination open from:
Australia (Melbourne)	1. Monash Business School, MONASH University	MONASH	Fall 2014
Belgium (Brussels)	2. Solvay Brussels School of Economics and Management, Université Libre de Bruxelles	SBS-EM	Spring 2013
Canada (Montreal)	3. HEC Montréal	HEC MONTREAL	Spring 2018
China (Harbin)	4. School of management, Harbin Institute of Technology	HIT	Spring 2019
China (Hangzhou)	5. School of Management, Zhejiang University	ZHEJIANG	Fall 2015
China (Xiamen)	6. School of Management, Xiamen University	XIAMEN	Fall 2017
Finland (Helsinki)	7. Hanken School of Economics	HANKEN	Fall 2016
France (Nice)	8. EDHEC Business School	EDHEC	Spring 2015
France (Paris)	9. Université Paris-Dauphine	DAUPHINE	Fall 2017
Germany (Frankfurt am Main)	10. Fachbereich Wirtschaftswissenschaften, Goethe-Universität Frankfurt am Main	Goethe	Spring 2013
Germany (Munich)	11. TUM School of Management, Technische Universität München	TUM	Fall 2017
Italy (Milan)	12. School of Management, Politecnico di Milano	PoliMI	Fall 2017
Italy (Roma)	13. LUISS Guido Carli University	LUISS	Fall 2013
Japan (Tokyo)	14. Graduate School of Commerce and Graduate School of Economics,	WASEDA	Fall 2014

	WASEDA Business School, WASEDA University		
Netherlands (Amsterdam)	15. Faculteit Economie en Bedrijfskunde, Universiteit van Amsterdam	UvA	Spring 2013
Netherlands (Tilburg)	16. Tilburg School of Economics and Management, Tilburg University	TILBURG	Fall 2018
Norway (Oslo)	17. BI Norwegian Business School	BI	Spring 2013
Portugal (Porto)	18. FEP - School of Economics and Management, Universidade do Porto	PORTO	Fall 2014
Russia (St Petersburg & Moscow) <sup>8</sup>	19. National Research University Higher School of Economics	HSE	Fall 2018
Spain (Barcelona)	20. Barcelona School of Management, Pompeu Fabra University	UPF BSM	Fall 2019
Switzerland (Lausanne)	21. Faculté des Hautes Etudes Commerciales, Université de Lausanne	HEC Lausanne	Spring 2013
UK (Exeter)	22. University of Exeter	EXETER	Fall 2017
UK (Coventry)	23. WARWICK Business School, University of WARWICK	WBS	Spring 2019

### 3.5. Availability of QTEM destinations

Some restrictions apply in the choice of QTEM destinations. Students are informed by the International Office of their home institution of potential restrictions in the choice of QTEM destinations.

## 4. Quantitative skills

All QTEM students should successfully complete a given amount of quantitative courses during their QTEM Master's program:

- 1) a minimum of 22 QTEM credits of quantitative courses on average per **QTEM exchange** should be successfully completed,  
*AND*
- 2) a minimum of 50% of the credits of the Master's program overall<sup>9</sup> should consist of successfully completed **quantitative courses**.

### 4.1. Quantitative courses

<sup>8</sup> In the allocation process, HSE St Petersburg and HSE Moscow are regarded as two different destinations.

<sup>9</sup> Including credits from all **QTEM exchanges** but excluding credits from the Master's thesis, if applicable.



**Quantitative courses** are those rated “highly quantitative” or “semi-quantitative” in the QTEM courses database by the home institution.

#### 4.2. QTEM course database

Available **QTEM courses** are included in the **QTEM course database** (available online on [www.qtem.org](http://www.qtem.org))<sup>10</sup>. All efforts are made to keep information up to date. Subsequent changes are possible and course schedules may overlap. QTEM students should check and validate their course choice with their home and host institutions early enough, as additional restrictions may apply. For QTEM certification purposes, the QTEM course database contains specific information:

- 4.2.1. Each course is tagged “highly quantitative”, “semi-quantitative” or “non-quantitative”.
- 4.2.2. Each course belongs to minimum one **QTEM Module**.

#### 4.3. QTEM credits

One **QTEM credit** is defined as:

- 4.3.1. For European Academic Partners: one ECTS
- 4.3.2. For non-European Academic Partners: one ECTS-equivalent based on a conversion factor
  - 4.3.2.1. As communicated by the Academic Partner, or
  - 4.3.2.2. As computed by QTEM, based on the regular workload per semester (total local credits or total courses per semester locally = 30 QTEM credits)

#### 4.4. Validation of the student course program

The course program of each student is validated by, and according to the usual rules of, the home institution<sup>11</sup>.

### 5. QTEM Data Challenge

All QTEM students should successfully complete the QTEM Data Challenge<sup>12</sup>. The QTEM Data Challenge consists of, sequentially:

- 5.1. **Two online preparatory courses**
- 5.2. **The global group work (including a final report)**

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<sup>10</sup> QTEM refers to "Program" and "Courses". Some Universities use another terminology to designate the latter, respectively, "Course" and "Units".

<sup>11</sup> The rules of the home institution apply, a.o., for course grades, passing and failing, for all courses taken locally *and* abroad. Failed courses during a QTEM exchange do not count as credits during a QTEM exchange.

<sup>12</sup> The workload of the QTEM Data Challenge is estimated to 150 working hours. The recognition of credits for the QTEM Data Challenge is up to each Academic Partner.

## 6. QTEM Modules

All QTEM students should successfully complete at least one QTEM Module.

### 6.1. QTEM Module requirement

A **QTEM Module** is a recognition of a topic / functional specialization awarded to a QTEM student upon successful completion of a minimum of 20 QTEM credits of courses in the same QTEM Module, during the QTEM Master's program.

### 6.2. List of QTEM Modules

The list of QTEM Modules is as follows.

The QTEM course database indicates to which "sub-Modules" every QTEM course belongs. The QTEM Module corresponding to any "sub-Module" is determined by the equivalence table below.

QTEM Modules	QTEM sub-Modules (as per the QTEM course database)
<b>1. Finance and Risk Management</b>	1) Controlling & Accounting 2) Finance - Actuarial Sciences 3) Finance - Banking and Management of Financial Institutions 4) Finance - Corporate Finance 5) Finance - Financial Markets and Derivatives 6) Risk Management
<b>2. Applied Economics and Public Policy</b>	1) Micro-Economics, Contract & Auction Theory 2) Policy-Making, Regulation and Pricing 3) Public Finance & Tax 4) Macro-Economic Models and Forecasting, Development Economics
<b>3. Innovation and Strategy</b>	1) Entrepreneurship & Innovation 2) Strategy and Industrial Organization
<b>4. Marketing and Supply Chain</b>	1) Marketing and Sales 2) Supply Chain, Operations and Logistics Management
<b>5. Business Intelligence and Big Data</b>	1) Quantitative Techniques & Tools 2) Business Intelligence
Others (not a QTEM Module)	1) Society & Culture

### 6.3. Validation of the QTEM Modules

All courses are validated by, and according to the usual rules of, the home institution<sup>13</sup>. Based on that information, QTEM automatically awards the obtained QTEM Module(s) to each QTEM students.

The awarded QTEM Module(s) will appear on the final QTEM Certificate, with a maximum of two Modules<sup>14</sup>.

<sup>13</sup> The rules of the home institution apply, a.o., for course grades, passing and failing, for all courses taken locally and abroad.

<sup>14</sup> When more than two QTEM Modules can be obtained by a QTEM student, awarded QTEM Modules are the two QTEM Modules in which the maximum number of QTEM credits have been reached.

## **7. Professional internship**

All QTEM students should successfully complete a corporate / institutional internship of at least 240 working hours.

### **7.1. QTEM internship**

The QTEM internship must fulfill the following requirements:

7.1.1. Covers a period of minimum 240 working hours

7.1.1.1. The timing is at the discretion of each QTEM Participant

7.1.1.2. The minimum duration can be achieved through more than one internship

7.1.2. Can be done during or after the Master

7.1.2.1. Only the internship time done by the student from the beginning of the Master will be taken into account<sup>15</sup>

7.1.2.2. QTEM students can choose to validate an internship / job done after the completion of the QTEM Master, provided the internship / job fulfills all the conditions of the QTEM internship<sup>16</sup>

7.1.3. Can be done at home or abroad

7.1.4. Must be related to a quantitative topic and have a significant quantitative content

7.1.4.1. Each QTEM student is responsible for finding his/her own QTEM internship and for completing the online "QTEM Paperless Internship Manager"

7.1.4.2. Every internship is subject to prior approval by the Local QTEM Academic Coordinator<sup>17</sup> (who checks the fulfillment of QTEM rules)

## **8. QTEM Degree documents**

The QTEM Degree is awarded by the QTEM Central Office on the basis of a **QTEM Transcript** to be duly completed and submitted to QTEM Central by the Academic Partner. The **QTEM Transcript** contains all information, validated by the student's home institution, regarding the QTEM Degree requirements, i.e.:

**8.1. GMAT**

**8.2. International**

**8.3. Quantitative**

**8.4. QTEM Module**

**8.5. QTEM Data Challenge**

**8.6. Internship**

**8.7. Home Master's degree**

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<sup>15</sup> Following the rules of each Academic Partner regarding the official start of the academic year in each of the QTEM Masters.

<sup>16</sup> Note that this choice may result in a later delivery of the QTEM Certificate.

<sup>17</sup> The recognition of credits for the QTEM internship is up to each Academic Partner.

## **9. QTEM cohort**

The QTEM Degree is awarded twice a year, 30 September (year t) and 31 January (year t+1). All students included in the graduation rounds from the academic year (September of year t or January of year t+1) are considered graduates of the **cohort** of year t. The graduation of students with incomplete or missing information by a given graduation deadline is automatically delayed to the next graduation deadline.

QTEM graduates automatically become QTEM Alumni.

## **10. Final considerations**

The QTEM Degree is awarded based on the official information provided by the home institution.

QTEM Central in partnership with the QTEM Academic Committee are the final decision makers as far as the award of the QTEM Masters Network Certificate is concerned.

## **11. Appendix: QTEM contact persons**

Please refer to the QTEM website ([www.qtem.org](http://www.qtem.org)) for the names and contact details of the QTEM contact persons.

- 11.1. **QTEM Central ("QTEaM"):** students contact point for academic matters related to QTEM Degree requirements.
  
- 11.2. **QTEM Local Academic Coordinators (AC):** students contact point for all academic matters related to QTEM *and* the local QTEM Master.
  
- 11.3. **QTEM Local International Office Coordinators (IOC):** students contact point for all matters related to the organization or validation of the exchanges.

## **TERMS OF USE OF THE QTEM PLATFORM**

### **1. General**

The owner of this publicly available website and the secure portal (the "platform") is QTEM AISBL, an international association incorporated under Belgian law, registered in Brussels, Belgium, with company registration no. 0689.641.294, having its registered headquarters and offices at 50 Avenue Franklin Roosevelt, P.O. Box 135, 1050 Brussels, Belgium, telephone number +3226506758 ("QTEM").

By using this platform or its content, whether directly or through a third party, you agree to be legally bound by and act in accordance with these Terms of Use. If you disagree with these Terms of Use, you are not permitted to, and agree not to, use this platform or its content.

If you are accepting these terms and conditions on behalf of a company or any other (legal or natural) person, you represent and warrant that you have full authority to bind that company or person to these terms and conditions.

### **2. Permitted use**

You are not permitted to use this platform (including any mobile app and any webpage and/or data that passes through the web domain at qtem.org), its underlying computer programmes (including application programming interfaces ("APIs")), domain names, Uniform Resource Locators ("URLs"), databases, functions or its content other than for the good fulfilment of your rights and duties in the QTEM network.

Use of any automated system or software, whether operated by a third party or otherwise, to extract any data from this platform for commercial purposes ("screen scraping") is prohibited. QTEM reserves its right to take such action as it considers necessary, including issuing legal proceedings without further notice, in relation to any unauthorised use of this platform.

### **3. User content**

- 3.1 You confirm that images, sounds, text or information that you share or create, as well as the metadata attached to these images, sounds, text or information (together: "User Content") whilst using this platform will meet the Rules of Acceptable Use (as set out below).
- 3.2 You give QTEM unlimited permission to use and re-use your User Content, to the largest extent permitted under applicable law. This means *inter alia* that you grant us a worldwide, non-exclusive, royalty-free and perpetual licence to use, re-use, copy, reproduce, distribute, adapt, re-format, modify, publish, translate, licence and sub-licence such User Content anywhere and in any form for the purposes of operating our platform and business, including for purposes of performing big data analytics and/or generating industry-wide analyses, statistics and reports. Our right to use your User Content does not in any way affect your privacy rights and we will only use personal data as set out in our [privacy policy](#).
- 3.3 We do not check or moderate any User Content before it is added to the platform. We may later check, moderate, reject, refuse or delete any User Content if we believe that it breaks any of the Rules of Acceptable Use or the applicable law.

### **4. Acceptable use**

- 4.1 In addition to the other requirements within these Terms of Use, this section describes specific rules that apply to your use of our platform, including the interactive features (the “Rules of Acceptable Use”).
- 4.2 When using our platform you must not:
- a) circumvent, disable or otherwise interfere with any security related features of the platform or features that prevent or restrict use or copying of the content accessible via the platform;
  - b) give any false information in your account details;
  - c) take another person’s identity without that person’s permission or misrepresent you are acting on behalf of a person, entity or organisation;
  - d) use the platform if we have suspended or banned you from using it;
  - e) send junk, spam or repetitive messages;
  - f) engage in any illegal or unlawful conduct;
  - g) modify, interfere, intercept, disrupt or hack the platform;
  - h) misuse the platform by knowingly introducing viruses, Trojans, worms, logic bombs or other similar material or by undertaking any other action which would harm the platform, any platform user’s equipment or have a detrimental impact on any platform user’s experience of using the platform;
  - i) collect any data from the platform other than in accordance with these Terms of Use;
  - j) submit or contribute any content that is abusive, threatening, obscene, untrue, shocking or offensive;
  - k) abuse, harm or bully another platform user, member of our staff or person;
  - l) submit or contribute any User Content without the permission of the content owner or otherwise infringe the copyright, trademark or other rights of third parties; or
  - m) submit or contribute any information or commentary about another person which is untrue, private, confidential or defamatory (including personally accusing another person of unproven criminality or serious wrongdoing which could damage their reputation in the eyes of anyone reading your comment).
- 4.3 Failure to comply with the Rules of Acceptable Use constitutes a serious breach of these Terms of Use and may result in our taking all or any of the following actions (with or without notice): (a) immediate, temporary or permanent withdrawal of your right to use the platform; (b) immediate, temporary or permanent removal of any User Content; (c) issuing of a warning to you; (d) legal action against you including proceedings for reimbursement of all costs (including, but not limited to, reasonable administrative and legal costs) resulting from the breach; and/or (e) disclosure of such information to law enforcement authorities as we reasonably feel is necessary.

## **5. Notice and take down policy**

- 5.1 If you believe that content available through the platform: (a) infringes your rights or any rights of a third party you represent; or (b) otherwise breaches the Rules of Acceptable Use, please tell us immediately by sending an e-mail to [privacy@qtem.org](mailto:privacy@qtem.org).
- 5.2 When reporting content please provide the information described below in your notice to us: (a) your name and contact details; and (b) a statement explaining whether you believe that the content you are contacting us about: (i) infringes your rights; (ii) the rights of a third party who you represent; or (iii) you otherwise believe the content breaches the Rules of Acceptable Use.
- 5.3 We will take the action that we believe is appropriate depending on the nature of the content you report. This may include taking no action where we believe the reported content does not infringe any rights or the Rules of Acceptable Use. We are not obliged to discuss or inform you about our chosen course of action following a report from you.

## **6. Your account and password**

If you set up an account or are given access to the secure portal on our platform, you must treat your login details as confidential. You must not disclose them to any third party. We have the right to disable any account at any time, if in our reasonable opinion you have failed to comply with any of the provisions of these Terms of Use. If you know or suspect that anyone other than you knows your login details, you must promptly notify us at [privacy@qtem.org](mailto:privacy@qtem.org).

## **7. Intellectual property**

Information, data, metadata, underlying computer programmes (including APIs), domain names, URLs, databases, and materials presented on the platform, including names, logos, etc., as well as the colour scheme and the layout of the platform, may be subject to copyright, trade mark rights, database rights and/or other intellectual property rights. You may use such content only as strictly required for permitted personal, non-commercial purposes. Any other use and/or reproduction of such content, without the prior written consent of QTEM, is prohibited and will constitute a breach of these Terms of Use and may infringe QTEM's intellectual property rights.

## **8. Links**

- 8.1 Links to third party platforms from our platform are provided solely for your convenience. If you use these links you leave our platform. We do not control, and are not responsible for, these platforms, their content or their availability. We in no way endorse or make representations about them, or any material found on them. Accessing third party platforms from our platform is done entirely at your own risk.
- 8.2 You may link to our publicly available website homepage ([www.qtem.org](http://www.qtem.org)), provided you do so in a way that is fair, legal and does not damage our reputation or take advantage of it. You must not establish a link in such a way as to suggest any form of association, approval or endorsement on our part where none exists. You agree to remove any link to our platform on a platform owned or controlled by you on receipt of a request from us.

## **9. Limited liability**

- 9.1 To the largest extent permitted under applicable law, QTEM will not be held liable for any losses and/or damages arising from the use of this platform or of any other



platform to which this platform provides a link, and/or from the use of information presented on this or any such other platform.

- 9.2 In any event, we will never take any responsibility for User Content and you use and rely on any User Content entirely at your own risk.

## **10. Applicable law and jurisdiction**

It is a condition precedent to the use of the QTEM platform that any such party submits to the sole and exclusive jurisdiction of the Courts of Belgium and to the application of the law in that jurisdiction, including any party accessing such information or facilities on their own behalf or on behalf of others. In the absolute and sole discretion of QTEM, a legal action may be brought by QTEM against any party in breach of these terms, at its election, in Belgium or the place of breach or the domicile of that party, and, if more than one party, in the domicile of any one of those parties, and all other parties shall submit to that jurisdiction.

## **11. Miscellaneous**

- 11.1 We reserve the right to modify and update these Terms of Use from time to time. We will bring these changes to your attention should they be indicative of a fundamental change or be relevant to you and impact your rights.
- 11.2 If any of these Terms of Use is held to be invalid, the remaining terms and conditions shall continue to be valid to the fullest extent permitted by law.
- 11.3 If you would like to provide feedback on our platform, please contact us at [privacy@qtem.org](mailto:privacy@qtem.org).

## **QTEM Privacy Policy** (last revised on 02.10.2019)

<https://www.qtem.org/en/privacy-policy>

### **Scope of this policy**

This privacy policy (the "Policy" or the "Privacy Policy") describes how QTEM collects, uses, consults or otherwise processes an individual's Personal Data. For the purposes of this policy, "QTEM", "we" or "us" refers to QTEM AISBL, an international association incorporated under Belgian law, registered in Brussels, Belgium, with company registration no. 0689.641.294, having its registered headquarters and offices at 50 Avenue Franklin Roosevelt, P.O. Box 135, 1050 Brussels, Belgium, telephone number +3226506758, email address: [privacy@qtem.org](mailto:privacy@qtem.org). Depending on the type of Personal Data processing described in this policy, QTEM may be operating as a sole or joint Controller.

We are committed to protecting the privacy of our users and customers. This Privacy Policy is especially directed at:

- visitors of the websites (including the extranet) and mobile applications of QTEM;
- users of the QTEM community management platform;
- natural persons contacting us through the contact or other forms available on the websites and/or mobile applications;
- subscribers to our newsletter(s);
- email communications.

This Privacy Policy is intended to inform you how we gather, define, and use information that could identify you, such as your name, email address, address, other contact details, online identifiers or other information that you provide to us when using our websites (including the extranet) and mobile applications or when corresponding with us by email. Please take a moment to read this Privacy Policy carefully.

This policy is to be read as consistent with the Terms of Use of our websites.

**THIS POLICY INCLUDES A DESCRIPTION OF YOUR DATA PROTECTION RIGHTS, INCLUDING A RIGHT TO OBJECT OF PROCESSING ACTIVITIES WE CARRY OUT.**

### **Applicable legislation**

For the purpose of this policy, the term "**Data Protection Legislation**" shall mean the Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (the "**GDPR**"), as well as any legislation and/or regulation implementing or created pursuant to the GDPR and the e-Privacy legislation, or which amends, replaces, re-enacts or consolidates any of them, and all other national applicable laws relating to the processing of Personal Data and privacy that may exist under applicable law.

## Definitions

**Controller:** The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

**Processor:** A natural or legal person, public authority, agency or other body which processes Personal Data on behalf of the controller.

**Recipient:** A natural or legal person, public authority, agency or another body, to which the Personal Data are disclosed, whether a Third Party or not.

**Third Party:** A natural or legal person, public authority, agency or body other than the data subject, controller, Processor and persons who, under the direct authority of the controller or processor, are authorised to process Personal Data.

**Supervisory Authority:** An independent public authority which is established by a Member State pursuant to Article 51” of the GDPR.

**Personal Data:** Any information relating to an identified or identifiable natural person ("Data Subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Processing:** Any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Privacy Shield:** The EU-U.S. and Swiss-U.S. Privacy Shield legal framework, designed by the U.S. Department of Commerce and the European Commission and Swiss Administration to provide companies on both sides of the Atlantic with a mechanism to comply with data protection requirements when transferring Personal Data from the European Union and Switzerland to the United States in support of transatlantic commerce.

**Standard Contractual Clauses:** Sets of standard contractual clauses for transfers as adopted by the European Commission for the international transfer of Personal Data.

**Personal Data Breach:** A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise processed.

## Processing activities

### Coordination of the QTEM international network for students and alumni

*QTEM processes personal data with a view to coordinating the networked master's. This personal data processing involves data on the students and alumni themselves. In the absence of communication and processing of this data, we are not able to properly carry out our mission to coordinate a networked master's and to involve the data subject in it.*

### Processed data categories

- Personal identification data (first name, last name, gender, ID/profile photograph, date of birth, nationality, email, phone, address.);
- QTEM ID;
- Electronic identification data (IP addresses, cookies, connection timing);
- Academic curriculum including results and exchange destination;
- Professional experience;
- Current job;
- Professional qualifications and certificates;
- Hobbies and areas of interest;
- Location data;
- Information submitted or posted by the data subject

### Source of data

- Directly from the students or alumni through the use of the extranet;
- From the home/host university of the students or alumni;
- From the organization/company providing an internship to the students or alumni;
- Directly from the students / alumni through the survey form;
- Directly from the data subject, as a social media user, through publicly accessible social media pages;
- From LinkedIn or any other professional social network

### Legal basis

- Necessary for the performance of the QTEM student Engagement;
- Necessary for the performance and follow-up of the alumni's historic QTEM student Engagement;
- Consent obtained from students / alumni when they submit their survey response

### Recipients of data

- QTEM Academic Partners;
- QTEM Corporate/Social Partners;
- QTEM staff;
- QTEM students;
- QTEM alumni;
- Users of the QTEM websites (extranet) and mobile applications;
- National/International education/accreditation/ranking bodies;

- IT service providers;
- Marketing/Communication service providers

### **Provision of a community management platform to students and alumni**

*QTEM processes personal data with a view to provide a community management platform aimed at building, managing and dynamizing the QTEM community. In the absence of communication and processing of this data, we are not able to properly carry out our mission to coordinate a networked master's and to involve the data subject in it.*

#### Processed data categories

- Personal identification data (first name, last name, gender, ID/profile photograph, date of birth, nationality, email, phone, address,);
- QTEM ID;
- Electronic identification data (IP addresses, cookies, connection timing);
- Academic curriculum including results and exchange destination;
- Professional experience;
- Current job;
- Professional qualifications and certificates;
- Hobbies and areas of interest;
- Location data;
- Information submitted or posted by the data subject (including feedback about alumni services, occupational information, and evaluation of services)

#### Source of data

- Directly from the students or alumni through the use of the community management platform;
- From the home/host university of the students or alumni;
- From the organization/company providing an internship to the students or alumni;
- Directly from the students / alumni through the survey form;
- Directly from the data subject, as a social media user, through publicly accessible social media pages;
- From LinkedIn or another professional social network

#### Legal basis

- Necessary for the performance and follow-up of the student's QTEM student Engagement or the alumni's historic QTEM student Engagement;
- Consent obtained from students / alumni when they submitted their survey response

#### Recipients of data

- QTEM Academic Partners;
- QTEM Corporate/Social Partners;
- QTEM staff;
- QTEM students;
- QTEM alumni;
- Users of the QTEM websites (extranet) and mobile applications;
- IT service providers;
- Communication service providers

**Reimbursement, sponsoring and payments to expense claimants (students, alumni, speakers, etc.)**

*QTEM processes personal data of those individuals (students, alumni, speakers, etc.) with a view to make payments in the context of reimbursements of costs incurred, such as when travelling in certain limited instances, on an as-needs basis, in case of sponsoring or when awarding prizes.*

Processed data categories

- Personal identification data (first name, last name, email address, mobile phone, permanent residence address);
- Financial data (bank details, receipts);
- Travel data (dates of departure and arrival, city of departure and arrival, accommodation);
- Reimbursement category.

Source of data

- Directly from the expense claimants (students, alumni, speakers, etc.) through the expense/stipend claim form

Legal basis

- Necessary for the performance and follow-up of the contract between the student and QTEM

Recipients of data

- QTEM staff;
- QTEM's accountant;
- IT service providers

**Coordination of the QTEM international network with Academic Partners**

*QTEM processes personal data with a view to coordinating the networked master's. This personal data processing involves data on the staff members or directors of the Academic Partners and academic authorities. In the absence of communication and processing of this data, we are not*

*able to properly carry out our mission to coordinate a networked master's and to involve the data subject in it.*

#### Processed data categories

- Personal identification data (first name, last name, title, gender, ID/profile photograph, email, phone, address);
- Electronic identification data (IP addresses, cookies, connection timing);
- Current job;
- Location data;
- Information submitted or posted by the data subject

#### Source of data

- Directly from the user through the use of the extranet;
- From the Academic Partner of the user

#### Legal basis

- It is in QTEM's legitimate interest as coordinator of the QTEM network to process personal data of Academic Partners in order to properly carry out its mission coordinating the network. In this context, QTEM's business interests prevail over those of the data subject.

#### Recipients of data

- QTEM Academic Partners;
- QTEM Corporate/Social Partners;
- QTEM staff;
- QTEM students;
- QTEM alumni;
- Users of the QTEM websites (extranet) and mobile applications;
- National/International education/accreditation/ranking bodies;
- IT service providers;
- Communication service providers

### **Coordination of the QTEM international network with Corporate/Social Partners**

*QTEM processes personal data with a view to coordinating the networked master's. This personal data processing involves data on the staff members or directors of Corporate/Social Partners. In the absence of communication and processing of this data, we are not able to properly carry out our mission to coordinate a networked master's and to involve the data subject in it.*

#### Processed data categories

- Personal identification data (first name, last name, title, gender, ID/profile photograph, email, phone, address)

- Electronic identification data (IP addresses, cookies, connection timing);
- Current job;
- Location data;
- Information submitted or posted by the data subject

#### Source of data

- Directly from the user through the use of the service;
- From the Corporate/Social Partner of the user

#### Legal basis

- It is in QTEM's legitimate interest as coordinator of the QTEM network to process personal data of corporate and social partners in order to properly carry out its mission coordinating the network. In this context, QTEM's business interests prevail over those of the data subject.

#### Recipients of data

- QTEM Academic Partners;
- QTEM Corporate/Social Partners;
- QTEM staff;
- QTEM students;
- QTEM alumni;
- Users of the QTEM websites (extranet) and mobile applications;
- National/International education/accreditations/ranking bodies;
- IT service providers;
- Communication service providers

#### **Newsletters & announcements subscribers**

*QTEM processes personal data with a view to coordinating the networked master's. You have an interest in our network and have already given us your consent to process your data and send you our newsletters and e-mail announcements.*

#### Processed data categories

- Personal identification data (first name, last name, title, gender, email, phone, country);
- Electronic identification data (IP addresses, cookies, connection timing);
- Company/institution;
- Information submitted or posted by the data subject

#### Source of data



- Directly from the user through the use of the service

#### Legal basis

- The data subject's consent / opt-in obtained when the data subject subscribed to the service

#### Recipients of data

- QTEM staff;
- IT service providers;
- Communication service providers

#### **Email analytics**

*In the context of emails, we (and our data processors) may process and collect your Personal Data, and notably whether you have opened and actioned a service email, for analytical purposes in order to measure the click-through rate and improve the content of our service emails. You may unsubscribe from our emails at any time by clicking on the unsubscribe link in the emails sent to you.*

#### Processed data categories

- Personal identification data (first name, last name, email);
- Electronic identification data (IP addresses, cookies, connection timing)
- Email clicking and opening behaviour

#### Source of data

- Directly from the data subject via our email communication and analytics service provider

#### Legal basis

- It is in QTEM's legitimate interest to understand the email clicking behaviour of its emails recipients in order to determine whether improvements are needed. In this context, QTEM's interests prevail over those of the data subject

#### Recipients of data

- QTEM staff;
- Email communication and analytics service provider;
- IT service providers

#### **QTEM administration**

*QTEM processes personal data with a view to coordinating the networked master's. This personal data processing involves data on the association's staff and service providers and, more generally, everyone involved in the QTEM network. In the absence of communication and processing of this*

*data, we are not able to properly carry out our mission to coordinate a networked master's and to involve the data subject in it.*

#### Processed data categories

- Personal identification data (first name, last name, title, gender, ID/profile photograph, email, phone, address);
- Electronic identification data (IP addresses, cookies, connection timing);
- Academic curriculum including results and exchange destination;
- Professional experience;
- Current job;
- Professional qualifications and certificates;
- Hobbies and areas of interest;
- Location data;
- Information submitted or posted by the data subject

#### Source of data

- Directly from the data subject

#### Legal basis

- For the performance of the QTEM cooperation agreement;
- Employment contract and labour regulation;
- Service contracts and accounting regulation

#### Recipients of data

- QTEM Academic Partners;
- QTEM Corporate/Social Partners;
- QTEM staff;
- QTEM students;
- QTEM alumni;
- Users of the QTEM websites (extranet) and mobile applications;
- National/International education/accreditation/ranking bodies;
- IT service providers;
- Communication service providers

## Data survey

*QTEM processes personal data with a view to coordinating the networked master's. Students and alumni have an interest in our network and have given us their consent to process their data when they answered the survey (online or through a physical / phone interview).*

### Processed data categories

- Personal identification data (first name, last name, mobile number, nationality);
- Electronic identification data (IP addresses, cookies, connection timing);
- Evaluation of QTEM program (more specifically, evaluation of sources of QTEM information, entry requirements, exchange experience, corporate partners, internship search, and the QTEM curriculum);
- Feedback about QTEM services;
- Academic curriculum including results and exchange destination;
- Professional qualifications and certificates;
- Occupational information (how much time needed to find a job, occupation country, occupation company, company size, company sector, occupation department, occupation position, yearly gross remuneration, yearly total benefit package)

### Source of Data

- Directly from the students / alumni through the survey form

### Legal Basis

- Consent obtained from students / alumni when they submitted their survey response

### Recipients of Data

- QTEM staff;
- IT service providers;
- Communication service providers;
- QTEM Academic Partners (in aggregated form);
- QTEM Corporate/Social Partners (in aggregated form).

## Contacting us

*Should you have a particular question or request, or should you wish to report something to QTEM or respond to it, you can contact us by using the contact form on our website or by email our staff directly. In this respect, we process your Personal Data in order to manage the various requests for information, including by answering your questions, deciding whether or not to grant a certain request and following up on your reactions. This processing is also carried out with a view to planning our activities.*

### Processed data categories

- Personal identification data (first name, last name, email);
- Electronic identification data (IP addresses, cookies, connection timing);
- Any Personal Data you as a data subject may decide to share with us by contacting us

#### Source of data

- Directly from the data subject through the contact form, via email or by phone / in person

#### Legal basis

- It is in QTEM's legitimate interest to be able to properly respond to the questions, requests and/or any complaints for which QTEM is contacted. In this context, QTEM's business interests prevail over those of the data subject.

#### Recipients of data

- QTEM staff;
- IT service providers;
- Any (type of) service provider used by QTEM as communicated to the data subject through this privacy policy and concerned by the particular question or request addressed to QTEM

### **Events**

*From time to time, QTEM organises events, for example as part of information sessions or annual events, for which you may be able to register via the website or through a form provided to you by our staff or another QTEM stakeholder. In this respect, we process your Personal Data for the purposes of organising and managing the event, and for the purpose of providing you with any further information you may need.*

#### Processed data categories

- Electronic identification data (IP addresses, cookies, connection timing);
- Personal identification data (first name, last name, title, gender, email, phone, country);

#### Source of Data

- Directly from the data subject through the event registration form

#### Legal basis

- The data subject's consent / opt-in obtained when the data subject registered to the event

#### Recipients of Data

- QTEM staff;
- IT service providers;
- Communication service providers;
- Any (type of) service provider used by QTEM on an ad hoc basis to organize and/or manage the event

## Photos and/or videos

Video footage and/or photos may be taken during our events, which may or may not include your recognisable image. By participating in a QTEM event, you understand that you grant QTEM, as well as anyone authorised by QTEM in accordance with this privacy policy, a perpetual (and for jurisdictions not authorising a perpetual licence, the right will be for a duration equivalent to the entire duration of copyright protection), exclusive and unencumbered right to edit, alter, copy, exhibit, transmit, distribute, communicate to the public, publish or otherwise use your image in the photographs, film, audio and/or video recordings taken and/or filmed on the date and at the venue of the event (the "Image") in advertising and promotional materials, including website entries, or for any similar other lawful purpose, as determined by QTEM, to the largest extent permitted under applicable law including with respect to territorial, time-related and other restrictions. Notwithstanding this right granted to QTEM, the latter does not guarantee that the Image will be used. By participating in a QTEM event, you waive: (i) the right to inspect or approve the finished product wherein the Image appears; and (ii) the right to receive any monetary or other compensation for any use made of the Image by QTEM in accordance with this clause. By participating in a QTEM event, you release QTEM, to the largest extent permitted under applicable law, from any and all rights, claims and damages which you, your heirs, representatives or any other persons acting on your behalf have or may have arising out of the use of the Image by QTEM, as well as anyone authorised by QTEM.

## Social media

*We may process your Personal Data obtained through social media platforms (including Facebook, LinkedIn and Twitter) concerning QTEM for the purposes of (i) addressing your questions or complaints; (ii) monitoring our online reputation; and (iii) improving our services and identifying opportunities on which we can focus.*

*Some of our social media pages allow users to submit their own content. Please remember that any content submitted to one of our social media pages can be viewed by the public, and you should be cautious about providing certain personal information (e.g., financial information or address details) via these platforms. We are not responsible for any actions taken by other individuals if you post personal information on one of our social media platforms (e.g., Facebook). Please also refer to the respective privacy and cookie policies of the social media platforms you are using.*

### Processed data categories

- Any Personal Data you as a data subject may decide to share with us or published on social media

### Source of Data

- Directly from the data subject, as a social media user, through publicly accessible social media pages

### Legal Basis

- It is in QTEM's legitimate interest as coordinator of the QTEM network to understand its social media page users. In this context, QTEM's business interests prevail over those of the data subject.

### Recipients of Data

- QTEM staff;
- Any (type of) service provider used by QTEM on an ad hoc basis to address the relevant question or complaint, to monitor its online reputation and/or to improve its service

## **E-commerce**

QTEM processes personal data with a view to process the purchase of QTEM products via its e-commerce website. QTEM offers several products (memorabilia, souvenirs, gifts, etc.) for sale through an online platform linked to its website. Visitors of that platform can purchase these products online and have them sent to them. In the absence of communication and processing of this data, we are not able to properly execute this purchase. All payments are processed through PayPal (please click [here](#) to consult their privacy statement).

### Processed data categories

- Name;
- Address;
- Postal code;
- City of residence;
- Country of residence;
- Phone number;
- Customer reference.

### Source of Data

- Directly from the purchasers on the online e-commerce platform

### Legal Basis

- Necessity for the execution of the purchase between the online customer and QTEM

### Recipients of Data

- QTEM staff;
- IT service providers;
- Logistics and dispatching service providers.

## **Is your personal data used for direct marketing communications?**

For the performance of the QTEM cooperation agreement or if you have explicitly consented, we may, from time to time, contact you with information about our network, events, news and job or internship opportunities.

If you no longer want to receive such communications, please let us know by sending an email to [privacy@qtem.org](mailto:privacy@qtem.org). You can also unsubscribe from our newsletters or email announcements by clicking on the unsubscribe link in the emails sent to you.

## What are your rights?

Once you have provided your Personal Data, the Data Protection Legislation grants you several rights, which you can in principle exercise free of charge, subject to statutory exceptions. These rights may be limited, for example if fulfilling your request would reveal Personal Data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. To exercise any of your rights, you can file a request by sending an email to [privacy@qtem.org](mailto:privacy@qtem.org).

Should you have unresolved concerns, you have the right to lodge a complaint with a Supervisory Authority where you live or where you believe a breach may have occurred. We encourage you to come to us in the first instance but, to the extent that this right applies to you, you are entitled to complain directly to the relevant Supervisory Authority.

### 1. Right to withdraw consent

Wherever we rely on your consent, you will be able to withdraw that consent at any time you choose and at your own initiative by clicking on the unsubscribe link in the emails sent to you. The withdrawal of your consent will not affect the lawfulness of the collection and processing of your data based on your consent up until the moment where you withdraw your consent.

### 2. Right to access and rectify your data

You have the right to access, review, and rectify your Personal Data. You may be entitled to ask us for a copy of your information, to review or correct it if you wish to rectify any information like your name, email address, passwords and/or any other preferences, you can easily do so by logging into your account on our websites (if you have one) or by contacting us by sending an email to [privacy@qtem.org](mailto:privacy@qtem.org). You may also request a copy of the Personal Data processed as described in this Privacy Policy.

### 3. Right to erasure

In accordance with the Data Protection Legislation, you have the right to erasure of your Personal Data processed by us as described in this Privacy Policy in case it is no longer needed for the purposes for which the Personal Data was initially collected or processed or in the event you have withdrawn your consent or objected to processing as described in this Privacy Policy and no other legal ground for processing applies. Should you wish to have your Personal Data erased, please file a request by sending an email to [privacy@qtem.org](mailto:privacy@qtem.org).

### 4. Right to restriction of processing

Under certain circumstances described in the Data Protection Legislation, you may ask us to restrict the processing of your Personal Data. This is for example the case when you contest the accuracy of your Personal Data. In such event, we will restrict the processing until we can verify the accuracy of your data.

### 5. Right to object to processing

Under certain circumstances described in the Data Protection Legislation, you may object to the processing of your Personal Data, including where your Personal Data is processed for direct marketing purposes.

### 6. Right to data portability

Where you have provided your data directly to us and where the processing is carried out by automated means and based on your consent or the performance of a contract between you and

us, you have the right to receive the Personal Data processed about you in a structured, commonly used and machine-readable format, and to transmit this data to another service provider.

## **Security measures**

Appropriate technical and organisational measures are implemented in order to ensure an appropriate level of security of your Personal Data, including but not limited to encryption techniques, physical and IT system access controls, obligations of confidentiality, etc.

In the event personal information is compromised as a result of a Personal Data Breach and where such breach is likely to result in a high risk to the rights and freedoms, we will make the necessary notifications, as required under the Data Protection Legislation.

## **What rules apply to children?**

We do not knowingly collect or solicit Personal Data from anyone under the age of 18.

In the event we learn that we have collected Personal Data from a child under the age of 18 without verification of parental consent, steps will be taken promptly to remove that information. If you believe that we have or may have information from or about a child under 18 years of age, please contact us by sending an email to [privacy@qtem.org](mailto:privacy@qtem.org).

## **How is your Personal Data shared with Third Parties?**

We only share or disclose information as described herein, including with Third Parties.

Your Personal Data will also be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of the Controller(s) legitimate interests in compliance with applicable laws.

## **Is your Personal Data transferred outside the EEA?**

For the purposes described in this policy, your personal data will be transferred outside the EEA, notably to countries that do not provide an 'adequate' level of data protection. However, when such a transfer happens, we ensure that it takes place in accordance with this Policy and that the necessary safeguards are put in place, ensuring that the transfer is (i) either regulated by Standard Contractual Clauses approved by the European Commission as ensuring an adequate protection or (ii) done to an organisation that complies with the EU-US and Swiss-US Privacy Shield Framework as implemented by the U.S. Department of Commerce in case the transfer is made to the United States of America.

## **How long will we keep your Personal Data?**

We retain your Personal Data for as long as is required to fulfil the activities set out in this Privacy Policy, for as long as otherwise communicated to you or for as long as is permitted by applicable law. For example, we may retain your Personal Data if it is reasonably necessary to comply with



any legal obligations, meet any regulatory requirements, resolve any disputes or litigation, or as otherwise needed to enforce this Policy and prevent fraud and abuse.

To determine the appropriate retention period for the information we collect from you, we consider the amount, nature, and sensitivity of the Personal Data, the potential risk of harm from unauthorized use or disclosure of the data, the purposes for which we process the Personal Data, and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **Does this Privacy Policy apply to Third Party websites?**

If you click on a link to a Third Party website, you will be taken to a website we do not control and our Privacy Policy will no longer be in effect. Your browsing and interaction on any other website is subject to the terms of use and privacy and other policies of such Third Party website. Read the privacy policies of other websites carefully. We are not responsible or liable for the information or content on such Third Party websites.

## **What happens if we make changes to this Policy?**

We reserve the right to modify and update this Privacy Policy from time to time. We will bring these changes to your attention should they be indicative of a fundamental change to the processing or be relevant to the nature of the processing or be relevant to you and impact your data protection rights.

## **How to contact us?**

Questions, comments, remarks, requests or complaints regarding this Privacy Policy are welcome and should be addressed to:

QTEM AISBL, 50 Avenue Franklin Roosevelt, P.O. Box 135, 1050 Brussels Belgium, telephone number +3226506758, email address: [privacy@qtem.org](mailto:privacy@qtem.org).