

## **PRIVACY POLICY STAGE UP 2025/2026**

### **Last updated August 2025**

#### **1. Introduction**

By accessing the Application Management Platform ("evalato"), you agree to this Privacy Policy and to our Terms and Conditions. The Privacy Policy describes what data we collect, store and process, how processing takes place and which processors are involved. We are committed to protecting your data and privacy, if you have any questions, please contact us by sending an email to [stageup.imu@unibe.ch](mailto:stageup.imu@unibe.ch).

#### **2. Modifications**

We may change this Privacy Policy due to changes in the Platform or the laws that apply to us and you. We will notify you by revising the "Last update" date on top of this document and by sending you a notification. By accessing the Platform, you agree to be bound to the most recent revision of this Privacy Policy. If we do update the Privacy Policy and you do not agree with the changes, you need to notify us and stop using the Platform.

#### **3. Collected data**

##### **Data you provide**

The application and selection process for our program requires you to provide us with personal data such as your name, surname and email address. We also require you to provide information about your organization, project or team members. By using the platform, you agree that you are responsible for all data you provide and that you have the right to provide such data. If personal data is involved, you provide and must ensure that all data subjects gave you their consent to provide such data and for all data processing involved. You also must ensure that data subjects know this Privacy Policy and their rights concerning all applicable laws and regulations, including data protection laws.

##### **Data we automatically collect**

When accessing the Platform, we might send you small data files called "cookies". These files uniquely identify your browser session and help us run the Platform. A cookie may transmit anonymous information about how you use the Platform. Cookies can remain on your hard drive after closing your browser but can be removed by following your browser's instructions. You can change settings in your browser to not allow cookies, this might however result in the Platform not working properly. When using the Platform, we automatically record information sent to us by your browser. This information may include your IP (Internet Protocol) address, browser type and language settings, referring or exit pages, information on how you interact with the Platform or links on the Platform, domain names, landing pages, mobile carrier, device type, your web request or other such information. We may use web beacons to track the online user patterns or track activities linked to emails sent to our users.

##### **Data collected through third-party analytics**

We use third party analytic tools such as Google Analytics to help understand use of the Platform. These tools collect information sent by your browser, including cookies and your IP address. These tools are governed by their own Terms and Conditions and Privacy Policies. By using the platform, you also agree to these conditions and policies.

#### **4. Data access and use**

Data access and its use is regulated. Any data or information that is not of a general nature will be kept strictly confidential.

##### **Data access on the Platform**

To facilitate the application, revision and selection process, your data is accessed by members of the organizing team of **STAGE UP**, external experts and jury members. Access to the platform is regulated through personal user profiles (username and password). All platform users sign a confidentiality and non-disclosure agreement.

##### **Sub-processors**

The platform is provided by evalato.com, Bulgaria. More information is available on <https://evalato.com/terms>.

### **Other use of data**

Some non-sensitive data you provide might be used on our website or other communication material. We may disclose collected information if required by law or if we believe, at our sole discretion, that you are infringing law or not respecting our Terms and Conditions.

## **5. Data location and protection**

All data is stored in the Netherlands. Evalato uses DigitalOcean's services. More about data security can be read here: <https://evalato.com/security/>

## **6. Your rights as data subject**

If you provide personal data from data subjects, you must ensure that all data subjects gave you their consent to the collection, provision, processing and transfer of their personal data. You also must ensure that data subjects know and can exercise their rights concerning all applicable laws and regulations, including data protection laws. If you are a data subject and we act as a data controller for your personal data, you have specific rights concerning your data. These include:

### **Access**

You have the right to be informed about the personal data we collect and process about you. Please see this Privacy Policy for details or send us an email if anything is unclear or if you require additional information: [stageup.imu@unibe.ch](mailto:stageup.imu@unibe.ch)

### **Revision**

You have the right to edit the personal data you provided if the data is no longer accurate. You can do so by sending us an email.

### **Erasure**

You have the right to erase all your personal data. If you decide to delete data, the process cannot be undone. You can delete data by using the functions provided within the Platform or by sending us an email. As data is stored in backups, complete data erasure might take some time to be effective (see Terms and Conditions of the hosting provider).

### **Portability**

You have the right to obtain a portable export file of all personal data you provided. You can request such a file by sending us an email.

## **7. Data retention**

We retain your data for the duration of your relation with us. We actively delete data if you choose to delete data through functions provided within the Platform or if you instruct us to do so by sending us an email.

## **8. Contact**

If you want to get in touch, if anything is unclear or if you have any questions or concerns about data privacy or this Privacy Policy, please contact us by sending an email to [stageup.imu@unibe.ch](mailto:stageup.imu@unibe.ch)