PRIVACY POLICY

DATA PROTECTION AND DATA REGULATION

Data protection

The accreditation Agency Curacao (AAC) finds it important to safeguard the privacy of its clients. This privacy policy document is to inform clients of how the AAC collects and regulates data.

When a university and or institution becomes a full member of the AAC, it agrees to the disclosure of its accreditation status, including disclosure of the extent to which its study program or institution complies with the AAC accreditation guidelines. The publication of accreditation reports and the status is to assist external stakeholders, such as students, parents and the general public, in making an appropriate educational decision.

All other accreditation information shared with the AAC by the university and or institution is confidential. The AAC policy requires each staff member, Academic Board, Accreditation Commission member, Panel of Experts and Representatives of the AAC to not disclose any information from universities/higher education institutions nor data and information's about the agency to third parties without prior discussing it with the Director of the AAC. In case this is required by law, the AAC's legal team will be involved and will decide if it is possible to disclose the accreditation information publicly.

Panel of experts sign a non-disclosure agreement to ensure that matters pertaining to an accreditation site visit (e.g., self-documentation, export report etc.) are not shared with third parties, are not discussed in public and are treated confidentially.

To avoid conflict of interest, Panel of Experts are excluded from involvement in the accreditation process in which they have or might foresee having, a professional or personal conflict. Academic Board and Accreditation Board members must also refrain from discussion, deliberations, or decisions concerning the accreditation process of a certain university and or institution where conflict of interest might exist.

Data regulation

What do we do with your data?
When a university and or institutions or individual client contacts the AAC, the office collects the personal data and uses it for contact via email, postal message or via telephone.

Where is information collected from?
Universities and or institutions who request accreditation information are required to disclose their information for a better course of action between parties. Universities and or institutions who request accreditation fill in an application where they disclose personal and institutional information.

How do we look after your data?
The data collected is stored in the AAC CRM data base, which is a customer relationship management software. This way the AAC can manage its client's information safely and in a secure way.

How long do we keep your information?
The AAC keeps data as long as it is reasonable to assume that the client is still interested its services.

Who is the information is shared with?
Personal Data and information are only shared with the AAC team members (Staff, Academic Board, Accreditation Commission and Panel of Experts).

What **rights** do users have over their data?
If universities and institutions do not want an accreditation procedure anymore, and wish to not be contacted by the AAC, please inform our office at Office@aac.cw. Our office will make sure to delete your data and information from our data base.
At any time, universities and or institutions or individual clients can unsubscribe from our newsletter emailing system if they desire not to receive any information or update about the AAC.
In case of any questions or concerns please contact our data protection contact via data@aac.cw .

Responsible

The accreditation agency Curacao (AAC)
La Puerta Business Center
Rif St. Marie, Coral Estate
Willemstad
Curacao

Skype: **AAC Curacao**
office@aac.cw
www.aac.cw

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