

TERMS AND CONDITIONS OF USE

INFORMATION

This website is the property of the Fondation Nationale des Sciences Politiques (hereinafter referred to as “FNSP” or “the Foundation”), located at 27, rue Saint Guillaume 75337 Paris CEDEX 07.

The publisher of the website is Frédéric Mion, Administrator of the FNSP. The service in charge of monitoring the site is:

The Direction des Études et de la Scolarité of the FNSP, represented by Cornelia Woll, is responsible for the monitoring of the present website.

The website is managed by the Information Systems Services of the FNSP, which provides permanent data storage and is located at:

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DATA PROTECTION

CNIL Declaration

Pursuant to the provisions of law n°78-17 of January 6, 1978 relating to information technology, data and individual liberties, any automated processing of personal data carried out by the site has been subject to a declaration to the French Data Protection Authority (CNIL). These remote services have also been recorded in the FNSP’s register of personal data processing operations maintained by the Data Protection Officer.

Personal Data

Any automated processing of personal data from this website has been conducted in compliance with the requirements of the revised law n°78-17 of January 6, 1978 on information technology, data and individual liberties.

Information collected as part of the Sciences Po registration process may be used for the following purposes:

- administration of studies and registration of students;
- for administrative or academic purposes;
- administration of student social security;
- administration of internships and employment;
- administration of student financial assistance (scholarships);
- organizing student life in cases of disability or medical treatment;
- studies and statistics;
- fundraising.

Some information is optional and is used only for the purposes of communicating with students and their parents in order to better know about and develop relations with the companies for whom they work.

Personal data may be shared with any of the following entities:

- The FNSP, in its capacity as data controller; the data of registered students are used by all of the institution's administrative offices, including: the Office of the Registrar, the Office of International Affairs and Exchanges, the Development Office, the Doctoral School, research centers, and the FNSP's support offices.
- its partner universities and/or public agencies (such as foreign universities in the context of an exchange program or joint degree program, the French Ministry of Education, Higher Education, and Research, the CNAM, or partner local authorities);
- as well as any other FNSP partner, for example in the context of preparation for a competitive civil service examinations (ENA, ENM, ENSP, CNESSS, CNFPT, Ministry of Foreign Affairs, Banque de France, or administrative tribunals), social security providers (LMDE, SMEREP), the Copernicus Program, local authorities and firms who dispense scholarship funds of FNSP donors, the US Sciences Po Foundation, or the UK Charity Trust.

Some student personal data may also be shared with:

- the Sciences Po student community in the context of the assignment of university exchanges. This may include data dealing with identification, university, specialization, and country of exchange.
- the Association des Sciences Po (AASP), with the goal of developing, promoting and offering special services for alumni. This may include data dealing with identification, contact information, year of graduation, and degree obtained.

By visiting this site and filling out the present form, you agree to allow the FNSP to collect your personal data for any of the purposes indicated above. However, the collection and use of the identity photos of users are subject to their express consent and fall under their right to control their image.

Users are hereby informed that they have the right to access, challenge, and correct their personal data and thus may, if need be, request that any or all of their personal data be corrected, completed, updated, locked

or erased if determined to be inexact, incomplete, equivocal, or expired, or if its collection, use, communication or storage is prohibited.

Users also enjoy the right to oppose the processing of their data on legitimate grounds, as well as the right to oppose the use of this data for marketing or commercial purposes.

Any of these rights may be exercised in relation to the FNSP by sending a letter, along with a copy of a piece of ID containing a signature, to the following address:

- Fondation Nationale des Sciences Politiques 27, rue Saint Guillaume
75337 Paris Cedex 07

Or to the following email address: cnil@sciencespo.fr

All personal data collected on this site by the FNSP are processed in France.

Users of the website are required to comply with the provisions of the law on information technologies, data and individual liberties, any violations of which will be subject to criminal penalties.

Users must abstain from the collection or misuse of any personal information to which they may have access, or from any action liable to infringe on the privacy or reputation of individuals.

Cookies

Users are hereby informed that during visits to this site cookies may automatically be placed on their browser software. Cookies are small blocks of data that, while not enabling user identification, store connection information (date and time) and make it possible for users to avoid having to re-enter their username and password at every session.

Browser software may be configured to notify users whenever a cookie is being offered and give them the option to reject it (consult browser user instructions).

Users can also configure their browsers to disable cookies.

Conditions of Access and Use

By using the online registration site and online administrative services you acknowledge having accepted all the provisions of the conditions of access and use for this site.

If you refuse the conditions of use for this site, you may not access any of the services offered. Contact Sciences Po at the following email address for more information: cnil@sciencespo.fr.

You are solely responsible for any personal information that you transmit via the website and Sciences Po cannot be held in any way liable. Sciences Po does not accept responsibility for any damages, direct or indirect, linked to or caused by the communication of this information, except in cases of fraud or gross negligence.

Including but not limited to the terms above, you formally recognize that Sciences Po cannot be held liable for damages of any kind, direct or indirect, linked to (a) the use of material, information, any other document, or service, provided and/or controlled by a third party other than Sciences Po, to which you might have recourse during your online registration; (b) any virus in our system that you have downloaded or transmitted.

The FNSP makes every effort to ensure that users are provided with accurate and timely information, as available. Despite its best efforts in this regard, all information is provided without warranty.

Information on the site is non-binding, may contain technical or typographical inaccuracies, and is subject to change without notice. The FNSP cannot be held liable for any errors, lack of availability, accuracy, updates, incompleteness or the presence of a virus on its site.

The FNSP encourages users to inform them of any omissions, errors or corrections, by sending an email to: cnil@sciencespo.fr.

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It is expressly understood by the user that in no event can the FNSP be held liable for any damage, direct or indirect, material or immaterial, that may result from the consultation or use of this website (or other sites linked to it), by any downloaded applications, or by the use of any textual or visual information which may be taken from it, nor for any financial or commercial loss, nor for the loss or destruction of programmes or data on its information systems.

By using this site, users acknowledge that they have had the opportunity to familiarize themselves with these terms and conditions of use.

Users of this website acknowledge that they have the necessary competence and means for accessing and using this website.

Users of this website acknowledge having verified that the computer software they are using does not contain any viruses and is in proper working order.

Username / Password

Entering a username and password constitutes proof of the user's connection to the site <https://admission.sciencespo.fr>. This username and password are strictly personal and confidential. Users will be prompted to enter them each time they connect to the <https://admission.sciencespo.fr> site.

Username and password information may not be shared with third parties. In addition, users guarantee that this information will not be automatically saved by their browser software. Failing this, users accept sole responsibility, with regard to FNSP or any other party, for any use of their identity by third parties, or for actions or declarations resulting from a login using their username and password.

In order to ensure the security of FNSP's site and information systems, and to prevent fraudulent access by unauthorized parties, user passwords must contain a minimum of 8 characters (including special characters, symbols, etc.). Users should regularly change their passwords.

After each session, the user must log out by clicking on the "DISCONNECT" tab, so that no unauthorized party can access the account. The FNSP reminds users to be vigilant in this regard, especially when connecting to their account from public terminals (cybercafés, public libraries, universities, etc.).

Intellectual Property Rights

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Links

This website may contain links to other websites.

The FNSP is not responsible for third party websites which users may access via its site, and which may contain illegal or inaccurate information. The FNSP has no control over the content of third-party sites. The decision whether or not to access these links rests exclusively with users of the site.

Likewise, the FNSP is not responsible in the event of the unavailability or malfunction of third-party sites.

The FNSP is fully prepared to remove any links to other Internet sites upon request of the owner of the site.

The FNSP must provide prior written consent for the creation of any link to its site and reserves the right to require its removal at any time.

Applicable Law - Jurisdiction

The terms of the present contract shall be governed by French law.

Any disputes arising from this contract shall be subject to the jurisdiction of French courts.

On behalf of the FNSP, thank you for visiting our site.