**[INSERT DLC]**

**Privacy Statement**

**Introduction**

This Privacy Statement explains how [INSERT DLC] handles and uses the personal information that we collect as part of your application to and participation in [INSERT DLC] Programs or events, or if you reach out to us for more information regarding our programs.

**What personal information we collect**

We may collect information that identifies you or that can be used to contact or distinguish you as an individual (“Personal Information”). If you do not provide Personal information, we may not be able to consider your application to our program or support your participation.

We will only collect Personal information for one or more of our legitimate purposes, or as required by law. We collect the following types of Personal Information:

**a)    Personal Information that we collect directly from you:**

We collect Personal Information directly from you when you submit application materials, complete enrollment forms upon admission, provide information during the course of participation in our program, or otherwise submit information directly to us. [ EXAMPLES:

* Demographic information – name, gender, birth date, citizenship
* Contact information – home address, phone number, email address
* Other application materials—supporting documentation including essays, recommendations, and references
* [ENUMERATE ANY OTHER TYPES OF PERSONAL INFORMATION COLLECTED]

**b)     Sensitive Personal information:**

We generally avoid collecting sensitive personal information, such as health data (“Sensitive Personal Information”), however if accepted to our programs, you may be asked to submit enrollment forms that include health information or requests for accommodations in order to support your participation in the program.

**c)**     **Your likeness and voice:**

If participating in [INSERT DLC] virtual or in-person events, [INSERT DLC] may also collect your image, likeness and/or voice through event photography/videography or recording of virtual meetings or webinars. You will be asked to consent to any such recording in advance.

**How we use your personal information**

By providing your Personal Information, you agree that, where it is permitted by law, we may use your Personal Information: DETAIL HOW PERSONAL INFORMATION IS USED. YOU MUST BE SPECIFIC AND INCLUDE ALL INTENDED USES. EXAMPLES:

* To communicate with you, including by mail, phone, email, and SMS text messaging;
* To notify you of important updates or information related to your application to or enrollment in our programs;
* To notify you of updates and provide you with information, newsletters, tips, resources, or other helpful information;
* To seek your feedback on our programs, events or application;
* To monitor our regulatory compliance;
* To respond to your inquiries and requests;
* To consider your application for employment or admission to our programs;
* For our own administrative purposes, such as to perform data analysis;
* For other purposes detailed on this site

If you have concerns about any of these purposes or how we communicate with you, please contact us at [INSERT DLC CONTACT NAME AND/OR EMAIL]. We will always respect a request by you to stop processing your personal information (subject to our legal obligations).

**When we share your personal information**

To perform the functions listed above, it may be necessary to share your personal information with [INCLUDE INFORMATION IF YOU INTEND TO SHARE WITH 3RD PARTIES].

**How your information is stored and secured**

MIT uses risk-assessed administrative, technical, and physical security measures to protect your personal information. [INCLUDE DETAILS ABOUT HOW INFORMATION IS STORED AND SECURED].

**How long we keep your information**

Your application data will be kept and secured by us until or unless you make a request to delete the data. Your personal data, as collected in enrollment forms, will be stored for three years.

**Rights for Individuals in the European Economic Area**

You have the right in certain circumstances to (1) access your personal information; (2) to correct or erase information; (3) restrict processing; and (4) object to communications, direct marketing, or profiling.  To the extent applicable, the EU’s General Data Protection Regulation provides further information about your rights.  You also have the right to lodge complaints with your national or regional data protection authority.

If you are inclined to exercise these rights, we request an opportunity to discuss with you any concerns you may have. To protect the personal information we hold, we may also request further information to verify your identity when exercising these rights.  Upon a request to erase information, we will maintain a core set of personal data to ensure we do not contact you inadvertently in the future, as well as any information necessary for MIT archival purposes.  We may also need to retain some financial information for legal purposes, including US IRS compliance.  In the event of an actual or threatened legal claim, we may retain your information for purposes of establishing, defending against or exercising our rights with respect to such claim.

By providing information directly to MIT, you consent to the transfer of your personal information outside of the European Economic Area to the United States.  You understand that the current laws and regulations of the United States may not provide the same level of protection as the data and privacy laws and regulations of the EEA.

You are under no statutory or contractual obligation to provide any personal data to us. The controller for your personal information is MIT.

If you are in the EEA or UK and wish to assert any of your applicable GDPR rights, please contact dataprotection@mit.edu. You may also contact MIT’s representatives listed below:

**MIT Representative in the European Union**

**J-PAL Europe**

Email: jpaleurope@povertyactionlab.org

Address: 48 Boulevard Jourdan, 75014 Paris, France

**MIT Representative in the United Kingdom**

**MIT Press UK**

Address: 71 Queen Victoria Street, London, United Kingdom, EC4V 4BE

**Additional Information**

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our MIT websites or by contacting you directly.

***This policy was last updated in [MONTH YEAR].***