

4 January 2023

The Direction of the École polytechnique fédérale de Lausanne, based on the Federal Act on Federal Institutes of Technology (ETH Act), particularly Art. 2(1)(c)-(e), Art. 2(3) and Art. 36b(2)(d) and (6) thereof, hereby adopts the following:

Chapter 1 General Provisions

Article 1 Purpose

¹ The purpose of this Directive is to define:

- a. the framework and governance of EPFL's interactions with the Alumni community;
- b. the organisation and role of the Alumni Council;
- c. the organisation and role of chapters and clubs;
- d. the operation of the community management platform and the alumni management information system;
- e. the processing of personal data.

Chapter 2 Definition, Governance and Missions

Article 2 Members

¹ The EPFL Alumni community consists of ordinary members, contributing members, honorary members, guests and administrative staff.

² All alumni are ordinary members of the EPFL Alumni community. For the purposes of this Directive, alumni are persons who have obtained the following diploma or official title issued by EPFL (and its predecessors: EPUL, Academy of Lausanne, University of Lausanne, École Spéciale de Lausanne): Bachelor (BSc), Master (MSc), Diploma, Doctor of Science (PhD), Postgraduate Cycle from EPFL with a minimum of 80 credits (ECTS).

³ An ordinary member may become a contributing member by financially supporting the EPFL Alumni community.

⁴ Upon invitation by EPFL, the following persons may join the community as honorary permanent members:

- Persons who have made a significant contribution to the development and influence of EPFL (donors, presidents, etc.)
- Dr Honoris Causa.

⁵ At the invitation of EPFL, other people may participate in ad hoc activities such as events, groups and mentoring programmes on a temporary and limited basis.

⁶ The administrative staff in charge of managing the EPFL Alumni community as well as some EPFL staff members may also join the EPFL Alumni community by invitation as part of their duties.

⁷ Individuals representing a company that uses the services offered by EPFL in terms of recruitment and visibility among alumni will be able to join the platform with restricted access upon validation by EPFL, which will allow them to manage the services to which they have subscribed.

Article 3 Bodies

¹ In order to develop a strategy in line with the priorities of EPFL and respecting the interests of alumni, EPFL Alumni is entrusted with the management of alumni of EPFL. An advisory body called the "Alumni Council" is created to support EPFL Alumni.

Article 4 Tasks of EPFL

¹ EPFL aims to provide alumni with services related to their studies, including but not limited to an exclusive and international network, as well as a strong and lifelong link with EPFL. By maintaining long-term contact with its alumni, EPFL encourages alumni to contribute to EPFL's institutional influence, as well as to the success of its teaching, research and innovation missions.

² In order to fulfil its missions, EPFL carries out tasks including but not limited to the following:

- a. managing the Alumni community and all related information systems;
- b. organising events, meetings and digital spaces to encourage networking, the development and maintenance of professional, social and cultural relationships amongst alumni in Switzerland and around the world;
- c. contributing to the professional and personal success of alumni;
- d. communicating regularly with alumni;
- e. organising and/or inviting alumni to participate in events;
- f. setting up and supporting the creation of local chapters or theme clubs run by volunteers to develop the community in Switzerland and around the world;
- g. funding the management of the EPFL Alumni community by collecting contributions from alumni in exchange for privileged services and access and by selling services to companies;
- h. encouraging students to become involved in the EPFL Alumni community after graduation and promoting their integration into the working world;
- i. encouraging alumni to act as ambassadors and to help strengthen EPFL's image in Switzerland and around the world and contribute to its strategic development;
- j. conducting surveys and compiling statistics;
- k. maintaining records and archives.

Article 5 Organisation and role of the Alumni Council

¹ The Alumni Council has an advisory role. It represents the alumni as regards its organisation, expresses their needs, defends their views and interests vis-à-vis EPFL and provides its opinion on the strategy and budgets of the department managing the EPFL Alumni community as well as on the appointment of its director.

² Upon recommendation of EPFL Alumni and the Alumni Council, alumni may be invited to join the Alumni Council. They are appointed by the President of EPFL for a term of 4 years (renewable by decision of the President of EPFL). The President of EPFL and the Director of EPFL Alumni will also sit on the Council.

³ The Alumni Council may be convened by the President of EPFL to request its opinion on any matter concerning the management of the EPFL Alumni community or the involvement of alumni in connection with EPFL.

Article 6 Chapters and clubs

¹ EPFL may collaborate with alumni volunteers who wish to commit themselves to help manage local chapters or theme clubs.

² A partnership agreement is concluded with the chapter or club, which commits it to respect EPFL's communication, data protection and financial processes.

³ As these chapters and clubs are legally regarded as third parties, data may only be disclosed with the consent of the data subjects or if the data is made publicly available.

⁴ Human and financial support may be granted to help these chapters or clubs run smoothly.

Article 7 Duty of confidentiality

¹ Both EPFL's administrative staff in charge of managing the EPFL Alumni community and the members of the Alumni Council must observe confidentiality and official secrecy.

² Breaches of confidentiality are punishable by criminal and administrative sanctions as specified by law.

Chapter 3 Community Management Platform and Data Processing Principles**Article 8 Community management platform**

¹ In order to provide all services related to its missions, EPFL administers an EPFL Alumni community management platform.

² The platform can be accessed by alumni by creating a user account (automatically created upon completion of the first degree) and accepting the General Terms and Conditions.

³ The alumna or alumnus may object to the creation of a user account at any time. They also have the choice as to whether to activate or deactivate their account, whether or not to be visible on the platform, and whether or not to receive communications.

Article 9 Data

¹ EPFL processes alumni's personal data required for the performance of tasks relating to the management of interactions with the EPFL Alumni community.

² EPFL may process the following categories of data in particular:

- a. contact details
- b. professional status, training and awards
- c. competencies and interests
- d. photo and CV
- e. records of interactions, contributions and donations
- f. management data of members.

³ Some of the data is automatically imported from EPFL's academic information system to create the account. This data is provided by alumni when using the platform and by the administrative staff in charge of managing the EPFL Alumni community as part of its tasks.

⁴ Persons representing companies may create their user account, validated by EPFL, which includes their contact details and employment status. These representatives may publish and edit job advertisements and edit their company profiles that can be seen by members of the EPFL Alumni community.

⁵ Sensitive data may only be processed with the consent of the data subject.

⁶ The administrative staff in charge of managing the EPFL Alumni community may provide other EPFL services with the data they require to perform their duties.

Article 10 Data retention

¹ Data that is no longer required must be deleted.

² Notwithstanding paragraph 1, the following data may be retained: last name; first name; sex; date of birth; date of death; company number; degree obtained and date of obtaining it; thesis number, subject and director; granting of an award or major contribution to EPFL or the EPFL Alumni community; date of exmatriculation.

Chapter 4 Responsibility, Data Protection and Data Security

Article 11 Responsibility for data protection

¹ EPFL is responsible for the processing of personal data.

² Such data is processed in accordance with the Federal Act on Data Protection. In particular, EPFL implements appropriate (technical and organisational) measures to ensure compliance with the Federal Act on Data Protection and data security.

Article 12 Responsibility for use of the networking platform

¹ Every user is responsible for the use and management of their access to the platform. In particular, every user shall ensure that they do not violate the law or infringe the rights of third parties or the interests of EPFL.

² Users shall strictly comply with the General Terms and Conditions of Use of the platform.

Article 13 Rights of data subjects

¹ The rights of data subjects, including but not limited to the right to information, the right to object and the right to rectification or destruction of data, are governed by the Federal Act on Data Protection.

² The rights of data subjects must be exercised in writing and must provide proof of identity to the EPFL's Data Protection Officer. The written form includes the electronic form.

³ Because of the tasks incumbent on EPFL, certain data may continue to be processed even if the data subject objects, particularly if a law provides for retention of the data.

Chapter 5 Final Provisions

Article 14 Entry into force

¹ This Directive shall enter into force on 4 January 2023 (Version 1.0).

On behalf of the EPFL Direction:

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