



## **Privacy policy of the National Council for Eurasian and East European Research (NCEEER) on information concerning candidates and participants in its programs**

Information on program candidates and participants is essential to NCEEER in order to carry out its programs and evaluate their quality and effectiveness, as well as for the development of new programs.

NCEEER strictly observes the confidentiality of information obtained from the candidates and participants in its programs and uses this information in accordance with the principles outlined in this document. The principles in this document apply only to NCEEER. Other organizations involved in the administration of these programs may adhere to similar or different policies in working with information on program candidates or participants.

### **1. Type of information and means of information collection**

Information on program candidates and participants consists of the testimony obtained from them in filling out their application forms, the conducting of interviews, and the process of completing the program, as well as data pertaining to program administration. This information, along with contact information, and information on education, professional experience, and work place, may also include personal information.

NCEEER preserves this requested information in both written and electronic forms. Some data—for example, contact information—will be continually updated, in order for representatives of NCEEER to maintain connections with participants, with the goal of sharing information on new programs and projects, and also for the evaluation by participants of program effectiveness.

### **2. Use of Information**

Information is used:

- In the evaluation of your candidacy by the selections committee
- For presentation to the organizations which finance this program
- For presentation to potential participating schools, universities, or other organizations, with the goal of future participation in their academic and professional programs, and also in host families

- For the evaluation of the effectiveness of your participation in the program and your compliance with norms and rules outlined by the program
- For the timely notification of program graduates of forthcoming meetings and new programs and projects in which they can take part
- For data collection in evaluating the effectiveness of the programs being conducted
- For conveying to financial establishments and organizations invited by NCEEER to evaluate the effectiveness of the programs being conducted
- For conveying to participants and graduates of programs, financed by the United States government, with the goal of creating connections between graduates
- For conveying to non-profit organizations with the goal of cooperating in program graduates' professional development

Information about the individuals—candidates and program participants—also may be used by NCEEER, financial organizations, or their representatives, for government statistics and evaluation of program research. The data analyzed in these activities may be published only as part of statistical data. Personal data will not be published. Exceptions are contact information, details relating to academic programs, professional placements (location where the program took place; schools, universities, and other host organizations; discipline; and research theme) and to attract graduates to future post-program activities (participation in meetings for graduates and small grant programs), and also those materials, which participants or program graduates present to NCEEER (provided they are not copyrighted).

By signing this document, you indicate your agreement to the collection, use, storage, and dissemination of information about you in accordance with the conditions laid out above.

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Signature

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Date

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Full Name (printed)