

Privacy Policy of this Website

1. Introduction

- 1.1 In accordance with applicable data privacy laws and regulations, we, Collège Louise Wegmann (“**CLW**”, and any reference to “us”, “we”, “our” or other similar expressions is a reference to CLW), hereby inform you about the personal data we collect and process from users of our website at www.clw.edu.lb, including its “Le Tablier du CLW” donation subpage and any other subpages or sections forming part of the same domain from time to time (together, the “**Website**”).
- 1.2 This Privacy Policy is to be construed together with the Terms and Conditions of the Website [<https://www.clw.edu.lb/terms-and-conditions/>] (“**Terms and Conditions**”). Any capitalized term not defined herein shall bear the meaning assigned to it in the Terms and Conditions.
- 1.3 This Privacy Policy can be printed for reference using the print command in the settings of any browser.

2. Data controller

The controller of your data is Collège Louise Wegmann, with registered address at Jouret Al Ballout, email address clw@clw.edu.lb, and phone number 01/385281.

3. Purposes of data collection and processing

- 3.1 We process data collected through the Website for the following purposes:
- 3.1.1 to operate, maintain and improve the Website and its functionality, including the general informational pages and the Donation Page;
 - 3.1.2 to communicate with Users (including prospective and current school families, alumni, donors and members of the public) about CLW, its programmes, activities and events, and other matters relating to the interests and promotion of the school;
 - 3.1.3 to respond to enquiries submitted through any contact form or contact details made available on the Website;
 - 3.1.4 to present the “Tablier du CLW” Campaign and to process Donations made via the Donation Page, including verifying and confirming payment, issuing receipts, and maintaining accurate records of Donations for administrative, accounting, reporting and audit purposes;
 - 3.1.5 to communicate with Donors regarding their Donation, including confirmations, receipts, administrative follow-up, and any contact required in connection with the Donation;
 - 3.1.6 to contact Donors in connection with the Campaign, including updates, impact reporting, future fundraising initiatives, and the school's broader activities and community engagement, on the basis of CLW's legitimate interest in maintaining a relationship with its donor community;
 - 3.1.7 where the Donor has consented, to publish the Donor's name on the Wall of Donors (“**Le Mur Des Compagnons**”); and
 - 3.1.8 to maintain the security, integrity and performance of the Website, including the Donation Page and payment process, and to detect and prevent unauthorised access, misuse or fraud.

4. What data we process

- 4.1 General visitors. When you visit the general informational pages of the Website, we may process technical and usage data, including through cookies (see Section 6).
- 4.2 Donors. When you make, or attempt to make, a Donation via the Donation Page, we process:
- 4.2.1 your first and last name;
 - 4.2.2 your country, city, postal code and street address (including building or apartment details, where provided);
 - 4.2.3 your telephone number and email address;
 - 4.2.4 your billing and payment details, processed on our behalf by our Payment Provider (see Section 8);
 - 4.2.5 the Donation amount and any message or dedication you choose to include;
 - 4.2.6 your choice as to whether to be publicly acknowledged on the Wall of Donors; and
 - 4.2.7 any other information you choose to provide, or that is reasonably necessary, to process your Donation.
- 4.3 General enquiries and communications. When you contact CLW through a contact form, email address, or phone number made available on the Website, we process the information you provide, such as your name, contact details, and the content of your enquiry, in order to respond to you and, where relevant, to send you communications about CLW and matters relating to the interests of the school.

5. Legal basis of processing

- 5.1 We process the data described in Section 4.2 on the basis that it is necessary to perform the Donation at your request and to comply with our administrative, accounting and audit obligations. This includes any administrative follow-up required in connection with the Donation; such processing cannot be opted out of.
- 5.2 We process Donor data for contact in connection with the Campaign, including updates, impact reporting, future fundraising initiatives, and the school's broader activities and community engagement, on the basis of CLW's legitimate interest in maintaining a relationship with its donor community. A Donor may opt out of such communications at any time as described in Section 12.
- 5.3 We process technical and cookie data on the basis described in Section 6.
- 5.4 We process the data described in Section 4.3 (general enquiries and communications) on the basis that it is necessary to respond to your enquiry or, for broader communications about CLW's programmes, activities and events, on the basis of CLW's legitimate interest in maintaining relationships with its school community and promoting its activities, balanced against your rights. You may object to processing carried out on this basis as described in Section 12.

6. Cookies

- 6.1 The Website uses cookies and similar technologies, which may include:
- 6.1.1 strictly necessary cookies, required for the Website (including the Donation Page and payment process) to function;
 - 6.1.2 security cookies, used to protect the Website, the Donation Page and donor data from unauthorised access, misuse or fraud;

- 6.1.3 analytics and performance cookies, used to understand how the Website is used and to improve its performance and user experience; and
 - 6.1.4 functionality cookies, used to remember preferences and improve user experience.
- 6.2 Where required by applicable law, we will request your consent before placing non-essential cookies, and you may manage or withdraw your cookie preferences at any time through your browser settings or any cookie management tool made available on the Website.
- 7. How long we keep your data**
 - 7.1 We retain Donor data for as long as necessary to fulfil the purposes described in Section 3, including the administrative, accounting, reporting and audit retention periods required by applicable law.
 - 7.2 General website usage and cookie data is retained for the period necessary for the purposes described in Section 6, or as set out in our cookie management tool, where applicable.
 - 7.3 Data relating to general enquiries and other communications is retained for as long as necessary to address your enquiry or maintain the relevant communication, and for a reasonable period thereafter for record-keeping purposes.
- 8. Who has access to your data; sharing with third parties**
 - 8.1 Your data is accessible to authorised CLW representatives for the purposes described in Section 3, including administrative access to review, manage, export and follow up on Donation records, general enquiries, and school communications.
 - 8.2 We share your data with Service Providers acting on our behalf, including:
 - 8.2.1 our payment service provider, currently Areeba, for the purpose of processing online payments;
 - 8.2.2 our IT hosting and website service providers, for the purpose of operating and securing the Website;
 - 8.2.3 our accounting and audit service providers; and
 - 8.2.4 communications and community engagement service providers acting on CLW's behalf in connection with donor relations and school outreach, where applicable.
 - 8.3 We may also disclose your data where required to do so by law, regulation, court order, or a competent public or regulatory authority.
 - 8.4 We do not sell your personal data to third parties.
- 9. International data transfers**

Your data is, in principle, processed and stored in Lebanon. However, certain Service Providers, including our Payment Provider, may process or store data outside Lebanon in connection with the services described in Section 8.2. Where this is the case, we take reasonable steps to ensure that such Service Providers provide sufficient guarantees regarding the protection of personal data.
- 10. Security measures**

We implement reasonable technical and organisational measures designed to protect the Website, the payment process, and the data we process against unauthorised access, misuse, loss or fraud. No method of transmission or storage is, however, completely secure, and we cannot guarantee absolute security.

11. Children and minors

The Website, including the Donation Page, is directed at adult visitors. CLW does not knowingly collect personal data directly from children through the Website. Any information relating to a minor that may be processed in connection with the Website (including in connection with the Campaign or general enquiries) is provided and managed by the minor's parent(s) or legal guardian(s), or by CLW in its capacity as the minor's school, and not by the minor directly.

12. Your rights

12.1 Subject always to applicable laws, rules and regulations, you may ask for further information and exercise your rights of access, rectification, erasure and objection to processing, or any other applicable right, by writing to CLW at informatique@clw.edu.lb. If you consider that your request has not been met, you may make a complaint to clw@clw.edu.lb.

12.2 In particular, you have the right to:

12.2.1 Object to or opt out of processing of your data carried out on a legitimate interest basis, including contact for Campaign updates, fundraising, and school outreach communications, without affecting processing carried out before such opt-out;

12.2.2 Access your data, including learning whether your data is being processed and obtaining a copy of it;

12.2.3 Rectify your data, including asking us to correct or update inaccurate or incomplete data;

12.2.4 Restrict processing of your data in certain circumstances, in which case we will only store it and not otherwise process it;

12.2.5 Request erasure of your data in certain circumstances;

12.2.6 Receive your data in a structured, commonly used, machine-readable format and, where technically feasible, have it transmitted to another controller; and

12.2.7 Lodge a complaint with the competent data protection authority.

12.3 To exercise any of the above rights, or for any other question regarding this Privacy Policy, please contact us at informatique@clw.edu.lb

13. Changes to This Privacy Policy

13.1 CLW reserves the right to make changes to this Privacy Policy at any time by notifying Users on the Website. It is strongly recommended that you check this page often, referring to the date of the last modification listed below.

13.2 This Privacy Policy was most recently updated on July 2026.

14. Contact Us

Should you have any questions regarding this Privacy Policy, or want to learn more about our security practices, please contact us at informatique@clw.edu.lb.