

GUIDELINE

MyINAA rules | terms of use

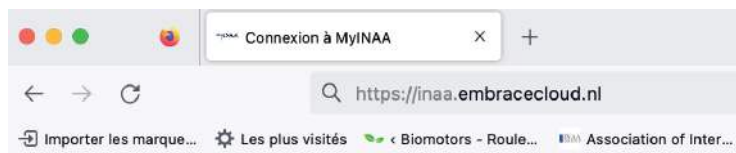
How to access MyINAA

You can easily access MyINAA from a computer or a smartphone.

On a computer

1) Open your favorite web browser

2) Type the following url in the address bar : <https://inaa.embracecloud.nl>

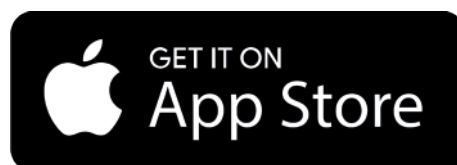


3) Log in using your personal credentials

A screenshot of the MyINAA login page. The page title is "CONNEXION À MYINAA". There are two radio button options: "Il s'agit d'un ordinateur public ou partagé" (selected) and "Il s'agit d'un ordinateur personnel". Below the options are two input fields: "Adresse e-mail" with the value "communication@inaa.org" and "Mot de passe" with a masked password ".....". At the bottom, there is a "CONNEXION" button and a link "Mot de passe oublié?".

On a smartphone

1) Download the Embrace App using the following QR Codes



2) On first launch, Embrace will ask you for an intranet url. Please type **<https://inaa.embracecloud.nl>**

3) Then, log in using your personal credentials.



Add & remove users

We strongly encourage **a maximum of staff** from our member firms to use MyINAA. This will allow them to exchange information with their peers around the world, and to create a strong community among INAA members.

Each firm needs **to nominate an administrator for MyINAA**. This person will be responsible for **adding and deleting users for the company**. All administrators will be added to **MyINAA administrator team** and will communicate any addition or deletion through this group.

Add a user to MyINAA

To create a profile, you can request it by sending a message in the MyINAA Administrator Team with the following information:

- NAME
- FIRST NAME
- EMAIL ADDRESS

The profile will be created **within 2 business days**, and the user will directly receive his/her credentials by email.

Remove a user from MyINAA

1) It is important **to remember to delete profiles when someone leaves your firm** to ensure the person will no longer have access to these resources after their departure. The deletion procedure is similar to the addition procedure.

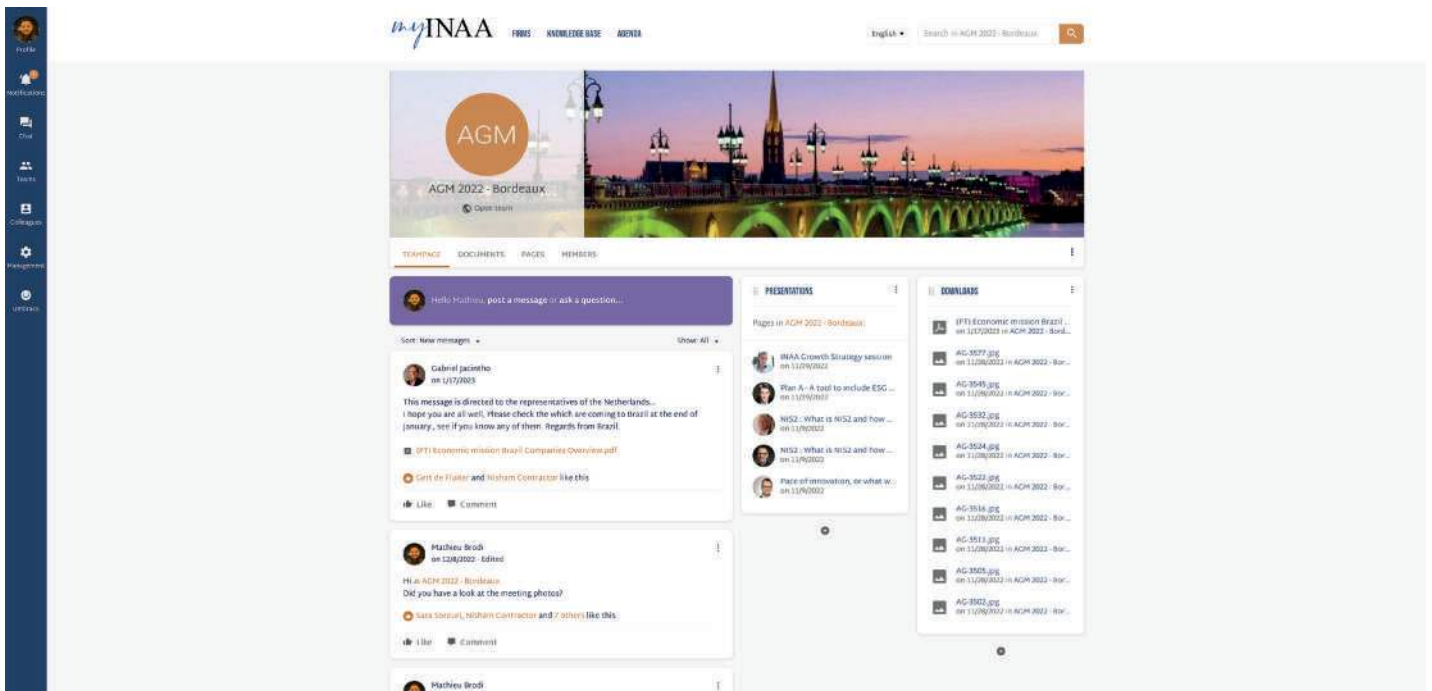
The firm administrator must **send a message in the MyINAA administrator team** with a list of persons that need to be deleted

Please note that INAA is not responsible if a profile has not been deleted after the employee has left.

Create a private team

MyINAA allows you to create your own **private team**, accessible only to your staff.

It allows your firm to have its **own private social network**, a very useful tool to share knowledge, photos and documents within your firm and facilitate exchanges between your employees.



You want to launch your own private team?

Please send a chat to one of the team members: Sara Sorouri, Oussama Abassi, Mathieu Brodi or Nadège Mullier.

Privacy policy

Article 1. Scope

1. This is the Privacy Statement of MyINAA, web app edited by Embrace for INAA AISBL, 4 rue de la Presse - 1000 BRUSSELS - BELGIUM (hereinafter: "INAA").
2. This Privacy Statement pertains to the use of the social intranet platform called: "MyINAA" and the related services provided by INAA to a User (hereinafter: The Platform). This Privacy Statement is an integral part of the General Terms and Conditions that are in force between INAA and the Member.

Article 2. INAA's use of personal information and Data

1. The User's personal information (hereinafter: The Data) is processed on the Platform. This processing is intended to promote collaboration between the Member's staff who use the Platform. The User's permission is the basis for processing their personal information. The Data will not be processed over a longer period than is strictly necessary.
2. The following personal information can be processed by Embrace:
 - a. First name
 - b. Surname Prefix
 - c. Surname
 - d. Date of birth
 - e. Job Title
 - f. Phone number (mobile)
 - g. Phone number (home)
 - h. E-mail address (work)
 - i. Personal summary
 - j. Locations where you work
 - k. Experience
3. MyINAA processes anonymous user data generated by the use of The Platform. This data is used to analyse and improve The Platform.
4. By agreeing to this Privacy Statement, the involved individual gives INAA permission to process the personal information referred to in this article.
5. The Platform is hosted by Embrace, Griffeweg 97, 7 8, 9723 DV Groningen, The Netherlands.

Article 3. Access and modification

1. The User may always view their own Data on the Platform. The User is entitled to view their personal information as long as it is not visible on The Platform and is processed by MyINAA.
2. The User has the right to amend the Data (when it is not correct). The User is entitled to withdraw their consent.
3. With respect to the requests referred to in this article, the User can contact the Member or INAA : secretariat@inaa.org (General questions) or communication@inaa.org (Technical questions)
4. The Platform and the information systems that MyINAA uses to process personal information are adequately secured by the hosting company : Embrace - Griffeweg 97, 7 8, 9723 DV Groningen, The Netherlands.

Article 4. Miscellaneous

1. MyINAA's privacy policy and this Privacy Statement are subject to change. INAA is entitled to make these changes at any time and will inform you of them. INAA recommends that you regularly review the latest version of the Privacy Statement. At your request, it will be sent to you by INAA. If you have questions or comments, please contact INAA. For any question, please contact : secretariat@inaa.org (General questions) or communication@inaa.org (Technical questions)