Terms of Use – IE Alumni House (MM15)

1. Purpose

The IE Alumni House, located at Calle María de Molina 11–13–15, Madrid, Spain, is a physical hub for the IE Alumni Community. While the space is dedicated to Alumni and their engagement with the university, it is a shared environment also accessible to students, staff, and faculty. It is intended to support connection, mentoring, networking, and access to professional development services, in accordance with the IE Code of Conduct and the internal policies of the IE Group. The IE Alumni House also hosts programs and events related to career development, lifelong learning, and community building.

2. Access

- Opening hours: Monday to Friday, from 10:00 to 18:00, excluding public holidays, academic breaks, and any closures that may be established due to operational needs or institutional events, subject in all cases to IE's availability and organizational discretion.
- Access to the IE Alumni House requires prior booking through the reservation process established in the IE Alumni House Booking Policy. Alumni may bring up to two (2) guests for general visits; however, Work Room use is strictly limited to Alumni only.
- Identification on premises is mandatory via an official, valid Passport or Spanish ID, or a valid digital Alumni ID Card (IE Connects).

3. Reservations

- Reservations for general visits must be made at least twenty-four (24) hours in advance.
- Reservations of the Work Room must be made at least forty-eight (48) hours in advance.
- Use of the Work Room is limited to up to two (2) hours per calendar month. Reservations will take place in the Work Room designated by IE for Alumni use.
- All reservations must be made through the booking process outlined in the IE Alumni House Booking Policy available on the IE website. Reserved workspaces are subject to availability and confirmation by Alumni Staff.
- Reservations for visits and Work Rooms are non-transferable and are valid only for the person who made the request. Alumni cannot make a booking on behalf of another fellow Alumni or a third party.

4. Behavior

- Respectful use of facilities is expected. When using the IE Alumni House, Alumni must comply with the following guidelines:
    - Keep noise levels to a considerate level in the open areas, being considerate of those nearby.
    - Tidy up their belongings and leave the space in good condition, removing any waste when leaving the area.

  It is at the discretion of the Alumni Staff to determine whether an individual's frequent use of the open areas may impact on other community members' ability to utilize the space.
- For security and operational reasons, the IE Alumni House does not offer cloakroom or luggage storage services. IE accepts no responsibility or liability for any loss, theft, or damage to personal belongings brought onto the premises.
- Overnight stays or purposes unrelated to the Alumni House are not permitted.
- Any fraudulent or improper use of the facilities by an Alumni or an Alumni´s guests, in violation of this Terms of Use, the rest of the Code of Conduct, or other policies of the IE Group's entities, will ultimately be the responsibility of the Alumni.
- Notwithstanding the foregoing, violations may result in temporary or permanent suspension of access and Alumni benefits. As with the rest of the Code of Conduct and other applicable policies of the IE Group, IE expects Alumni to comply fully with all provisions of this Terms of Use, as well as all applicable local, national, and international laws. Failure to comply with these Terms of Use may result in disciplinary actions of varying severity, without prejudice to other liabilities that may arise under applicable laws.

5. Data Protection

Personal data collected through IE Connects will be processed by IE (Instituto de Empresa, S.L.U.) for the following purposes:

- Managing room reservations and usage at the IE Alumni House.
- Verifying the identity of the Alumni and the Alumni´s guests upon access.
- Generating usage and satisfaction statistics.
- Sending communications regarding space usage.

Such processing is necessary for the execution of the service and where applicable, for the legitimate interests of IE.

Data subjects acknowledge and accept that the aforementioned personal data may be communicated to and processed by other IE Group companies, as well as by third parties in charge of the processing with whom IE has signed collaboration agreements for the fulfillment of the aforementioned purposes. These communications may be addressed to entities located outside the EEA, which would imply an international transfer of data. In this

case, IE will implement the necessary safeguards to provide an adequate level of protection of your personal data, for example the use of standard contractual clauses.

Data subjects can exercise their rights to access, rectify, suppress and oppose the processing of personal data, as well as limit its processing and the portability of the data according to the events considered in the applicable law. For this purpose, data subjects may exercise these rights by requesting to do so, by e-mail addressed to soportededatos@ie.edu. Finally, they may lodge a complaint to the Spanish Agency for Data Protection, at the address indicated by it at any time, if they consider that IE has violated the rights which are recognized by the applicable data protection regulation. However the above mentioned, they may contact IE´s Data Privacy Office at dataprivacyoffice@ie.edu. For more information, please check IE's Privacy Policy.

The Alumni hereby guarantee that the personal data provided to IE is true, precise, complete and updated. To this end, the Alumni will be liable for the veracity of any data provided, and the Alumni shall ensure that these data remain updated in such a way that it reflects their current status. The Alumni also guarantee to have informed any third parties whose data Alumni provide, where applicable, of the contents of this Terms of Use. The Alumni further guarantee that has obtained their authorization to forward their data to IE for the purposes indicated. The Alumni shall be responsible for any false or inaccurate information and for any damage caused directly or indirectly to IE or to any third parties consequently.

6. Review

IE reserves the right to amend these Terms of Use, in whole or in part, at any time and at its sole discretion.

Current version ratified on September 11, 2026.