

## Privacy Notice

### PRIVACY NOTICE

Your privacy during our project is our top priority. For this reason, we have created this Privacy Notice which describes who we are, why and how we process your personal data, what kind of data we collect and for how long, as well as your rights and how to exercise them.

*You are kindly asked to read it carefully and make sure you understood it fully before you consent.*

#### **ARTICLE 1: Identity of Data Controller**

Youthnet Hellas is a non-governmental, non-profit organization that seeks, through actions and interventions, the active participation of Youth in local, national, European and international level.

It started as a group of young people from all over Greece who decided to channel all their passion and energy, as well as their enriched experience from a long term occupation in the Municipal and Regional Youth Councils, and their knowledge on Youth Policies, European Programmes and Volunteering, into a new NGO.

Youthnet Hellas' goal is the promotion of networking among young people based on theme initiatives, and the monitoring of the implementation of International and European Youth Policies in Greece.

Website: <http://youthnet.gr>

#### **ARTICLE 2: Scope of this Privacy Notice**

This Privacy Notice covers all the processing of personal data of natural persons during the Final Meeting and the Open Structured Dialogue Event, in the framework of the "You(th) in the Center" Erasmus+ Structured Dialogue programme, which will take place from 20th to 24th August 2018 and 23rd August 2018 respectively (both of them will be called "the project" from now on) in Larisa, Greece.

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This Privacy Notice does **NOT** cover any collection and/or processing of personal data which does not take place for the purposes of the project, e.g. articles on the Press.

### ARTICLE 3: Legitimacy of collecting and processing personal data (legal bases)

Generally, we collect and process and process your data for this project under the following legal bases:

- **Your consent**, when it comes to data we collect in order to keep you up-to-date with our future activities.
- Data that is **essential for the smooth implementation of the project** (e.g. names of participants),
- Data that we collect due to our **contractual obligations** with the European Commission and/or the National Agency of Erasmus+ in Greece, for reporting and monitoring purposes (e.g. participants' age, photos, etc.)

### ARTICLE 4: Purposes of processing of personal data

The processing of your personal data takes place in order to:

- Keep you up-to-date on our organization's activities and future collaboration opportunities,
- Implement the project in the best and most accurate way, based on its description - approved by the National Agency,
- To answer your questions on the project's goals, methodology and expected outcomes,
- To offer the participants a unique learning experience.
- To fulfill our contractual obligations with the European Commission and the National Agency of Erasmus+ in Greece.

### ARTICLE 5: Types of personal data collected

Below you will find a list of data we may collect from you. It is worth mentioning that we have taken the **principle of data minimization** into consideration, therefore every effort has been made to collect only personal data which is essential for the implementation of the project – and always the least possible.

⇒ If you are a participant in the **Final Meeting**, we shall collect:

- Your name and surname,

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- Your gender,
- Your date of birth,
- Your place of birth,
- Your itinerary from/to Greece, including travel dates and original tickets,
- Your occupation,
- Your facebook name,
- Your contact details,
- Multimedia material in which you appear and were taken during the project,
- Your signature,
- Your views on the project's topic(s).

⇒ If you are participating **only** in the **Open Structured Dialogue** event on 23rd August 2018, we shall collect:

- Your name and surname,
- Your gender,
- Your organization and your role in it,
- Your place of residence,
- Your contact details,
- Your signature,
- Multimedia material in which you appear and were taken during the event.

⚠ **Please note** that during the project and the open structured dialogue event we record multimedia material (photos, videos, etc.) which will be uploaded on social media and will be included in the final project report. In case you do **NOT** wish to appear in this material, you are kindly asked to reach out to one of the facilitators or project staff and express your concerns.

### ARTICLE 6: Duration and type of storage

Your data is kept (digitalized and printed) until the purposes of processing (article 4) have been accomplished, and until they are no longer needed for possible auditing from the National Agency of Erasmus+ in Greece.

Normally, all data is deleted 5 years after their collection.

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### ARTICLE 7: Automated processing and profiling

Your data is **NOT** subject to automated processing and/or profiling.

### ARTICLE 8: Data transfers to third-parties

Your personal data may be transferred, always for the purposes of the project and under the legal bases described above (consent, necessity, contractual obligations), to:

- The project partners [ABS - Active Bulgarian Society](#) (Bulgaria), [Alternative Innovative Development](#) (Greece), PVN - [Projekte Vullnetare Nderkombetare](#) (Albania), [IFIX](#) (Serbia)
- The [National Agency of Erasmus+ in Greece](#)
- The [European Commission](#)

Apart from the above, your data is not transferred to third-party organisations, but **are saved / stored in cloud services**, such as Dropbox, Google Drive, MailChimp and/or similars. Of course, when the period of 5 years passes, this data is permanently deleted.

In the *rare* case that your data must be transferred to any party not described above, we will try to contact you and ask for your **explicit** consent by any lawful and possible means **BEFORE** such transfer takes place.

### ARTICLE 9: Data transfers outside the European Union

The [General Data Protection Regulation](#) states that one of the lawful ways to transfer personal data outside the European Union is the existence of an “adequacy decision” from the European Commission for third countries which offer sufficient legal guarantees for the protection of personal data. The full list of countries for which an adequacy decision has been published is available at <https://tinyurl.com/y8prds7>.

Youthnet Hellas, apart from the processing of personal data that takes place in Larisa, Greece, also **uses third-party services for storing and processing personal data in the context of its work**. To be more specific, the following companies offer us their services as third-parties:

*(in the online version of this Privacy Notice it is possible to also visit the Privacy Policy of each company by clicking on their name)*

- ⇒ [Google](#)
- ⇒ [Dropbox](#)
- ⇒ [Facebook](#)
- ⇒ [Twitter](#)

- ⇒ [Instagram](#)
- ⇒ [Microsoft](#)
- ⇒ [MailChimp](#)

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△ **Important clarification:** The fact that a company may have its headquarters situated outside the EU or even in a state lacking an adequacy decision, does not necessarily make the processing of personal data from that company illegal, provided that the storage and processing takes place in facilities within the EU.

### ARTICLE 10: Rights of data subjects

At all times, you maintain the rights to **access** your data, **object** or **limit** the processing of your personal information, **correcting** it in case it's wrong and you can ask for its **deletion** under certain conditions.

You can exercise your rights whenever you feel the need to, simply by sending an email to [info@youthnet.gr](mailto:info@youthnet.gr). In case you believe that we did not treat your request appropriately, you can [file a complaint to the Hellenic Data Protection Authority](#).

△ **Please note** that for security reasons and in order to safeguard your interests, you may be asked to pass through an identity verification procedure. Any personal data received during this procedure will be immediately deleted right after we verify your identity.

### ARTICLE 11: Validity of consent and duration

By the time you give us your consent to process your personal data, it is valid until you clearly tell us otherwise. At any moment you can withdraw your consent (for processing that relies on this legal basis), by sending an email to [info@youthnet.gr](mailto:info@youthnet.gr) and we will make sure that any relevant data will be deleted as soon as possible.

△ **Please note** that for security reasons and in order to safeguard your interests, you may be asked to pass through an identity verification procedure. Any personal data received during this procedure will be immediately deleted right after we verify your identity.

### ARTICLE 12: Other provisions

This Privacy Notice fully meets the Requirements of the General Data Protection Regulation, and will **not** be changed until the end of the project.

For any questions concerning Data Protection, feel free to contact us at [info@youthnet.gr](mailto:info@youthnet.gr).

This Privacy Notice can also be found online here: <https://youthinthecenter.wordpress.com>