

## Privacy Policy - European Youth Parliament Sweden

The policy covers the following areas:

1. What personal data we collect
2. How we may use your personal data
3. Who we may disclose your personal data to
4. How we protect your personal data
5. Your privacy rights
6. How long we keep your personal data
7. How changes to this Privacy Policy will be made
8. Contacting us
9. For schools

### 1. What personal data we collect

The European Parliament Sweden is fully committed to protect your individual rights and keep your personal data safe. In this Privacy Policy the collection, usage, storage and sharing practices of personal data will be described. Within the European Youth Parliament Sweden, the federal board will be your contact in this matter. Details on contacting them can be found on our website.

The personal data we collect can be divided in the following categories

**Identification information:** Full name and gender identity. We are obligated to collect such information in order to submit your membership.

**Contact information:** Phone numbers and addresses and including postal address

We collect information you provide directly to us.

### 2. How we may use your personal data

- We use your personal data to keep track of and analyse our membership statistics.
- We use your personal data for Grant Applications. Your personal information is not shared directly with a third party on a regular basis<sup>1</sup>. However, it is used within the organisation to be able to provide statistics within the grant application. This information relates to membership statistics in certain regions, age groups and of which gender.

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<sup>1</sup> Samples including personal data may be requested by the third party.

- If you are a selected board member, your identification and contact information will in some cases be shared. As mentioned, information of regular members will be kept within the organisation.
- Our major actor for receiving grants is the Swedish Agency for Youth and Civil Society. Membership numbers are sent in to them once per year. Other grant applications will occur.

### 3. Who we may disclose your personal data to

We will only share identification and contact information to third parties on a legal basis of doing so, (e.g. crime being submitted by the member).

### 3. How we protect your personal data

Keeping your personal data and secure is the centre of organisation policy. We use appropriate technical, organizational and administrative security measures to protect any information we hold. We always have a chosen person on the federal board focusing on these matters.

### 5. Your privacy rights

At any time, you have the right to have your membership disclosed and having your contact and identical information removed.

### 6. How long we save your personal data

We delete personal data January 1<sup>st</sup> every year if the membership is not renewed.

### 7. How changes to this privacy policy will be made

The federal board of European Youth Parliament Sweden is looking over this policy regularly. They make decision on changes.

### 8. Contacting us

Updated contact information is found on our website.

### 9. For schools

We only save public information<sup>2</sup>, in order to send out invoices.

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<sup>2</sup> Statistics Sweden collects data from schools on behalf of the National Agency for Education each year.