



Approved by the National Board: 01.07.2020

Privacy Policy for the European Youth Parliament Sweden (EYP Sweden)

The policy covers the following areas:

1. **Collection of Personal Data**
2. **Use of Personal- and Sensitive Personal Data**
3. **Disclosure of Personal- and Sensitive Personal Data to Third Parties**
4. **Protection of Personal- and Sensitive Personal Data**
5. **Your privacy rights**
6. **Storage of Personal- and Sensitive Personal Data**
7. **Changing the Privacy Policy**
8. **Contacting the National Board**
9. **Participating Schools**

European Youth Parliament Sweden (Europeiska Ungdomsparlamentet Sverige) is hereinafter referred to as *EYP Sweden*.

1. Collection of Personal Data

EYP Sweden is fully committed to protecting your individual rights and keeping your personal data safe. In this privacy policy the collection, usage, storage and sharing practices of personal- and sensitive personal data will be described.

For the purposes of this privacy policy, data collected by the organisation can be divided into the following categories:

Personal data: EYP Sweden will collect different types of personal data in order to register your membership, once this has been consented to by you. Personal data required for registration of membership is full name, date of birth, residential address, e-mail and gender. EYP Sweden reserves itself the right to ask for and store your personal identity number (*personnummer*) for membership registration purposes. If you consent to receive the newsletter the organisation will also be able to see your IP-nummer.

Sensitive personal data: Data about an individual's health, religious- and philosophical conceptions, ethnic background, sexual orientation, biometrical identification factors fall under this category of data that may be collected by EYP Sweden.



Approved by the National Board: 01.07.2020

EYP Sweden only collects personal- and sensitive personal data directly provided by each member or individual by for example registering membership or for an event organised by the organisation.

2. Use of Personal- and Sensitive Personal Data

- EYP Sweden collects personal data in the membership database in order to keep track of members
- EYP Sweden may use personal data for applications to grants. This includes non-exclusively: name, age, gender and address, which may be shared with third parties for the purposes of grant applications
- EYP Sweden may store sensitive personal data of elected board members at national- and regional level, selected project managers, and participants of the organisation's activities
- EYP Sweden collects and uses personal data for sending out monthly newsletters to registered members who have accepted to receive the newsletter at some point in the course of their membership or upon registration
- EYP Sweden may use personal data from the membership database to send out the Summons to the Annual Meeting
- EYP Sweden may use personal data to via email send out important information about the organisation and its activities
- EYP Sweden may use personal data to via email send out important information to participants of events
- EYP Sweden may store and apply sensitive personal data to accommodate for the needs (e.g. dietary needs) of participants at the organisation's events
- EYP Sweden may upload pictures of members and individuals participating in the organisation's events on social media and on the organisation's website. This right may be negated by the member informing the National Board of EYP Sweden of its lack of consent to uploading pictures with their depiction on social media and the organisation's website

3. Disclosure of Personal- and Sensitive Personal Data to Third Parties

The National Board of EYP Sweden has access to all personal- and sensitive personal data stored by the organisation.



Approved by the National Board: 01.07.2020

The organisation will share personal data to third parties on a legal basis of doing so, e.g. if called upon by relevant authorities. Personal data may also be shared with third parties in the context of applying for grants. Finally, personal data may also be shared with third parties within the network of the European Youth Parliament, including all of its national committees. Usually personal data will only be shared with other national committees if a member of EYP Sweden has agreed to attend an activity or event in that national committee.

Sensitive personal data may be shared with medical professionals in case of a health emergency at one of the organisation's activities.

The National Board of EYP Sweden reserves itself the right to allow bodies of active members in the organisation, e.g. regional boards, members associations; and active members (e.g. project managers of sessions in the National Selection Process) to access and process personal- and sensitive personal data for the purpose of conducting their business.

4. Protection of Personal- and Sensitive Personal Data

EYP Sweden is obliged to ensure the safety of your personal data by European Law. The organisation takes proportional and appropriate steps to ensure that technical- and administrative measures are taken to minimise the risks for unauthorised access to any data held by the organisation. The National Board has an appointed member who is in charge of ensuring compliance with this privacy policy. The National Board ensures that all members of the organisation with an active role, e.g. a project manager, is aware of the privacy policy and understands how to act in accordance with it.

In case an incident, brought to the knowledge of the National Board, leads to the potential destruction, manipulation or leaking of any personal- or sensitive personal data, the National Board is obliged to report the incident to *Datainspektionen* (The Swedish Data Protection Authority) within 72 hours. An "incident" includes a breach of the members' database, a lost USB-device with personal- and/or sensitive personal data on it; or an unauthorised individual gains access to data. Members with access to personal- and sensitive personal information are obliged to report any incident bringing about or risking to bring about the aforementioned consequences to the National Board of EYP Sweden, within 2 hours of discovering the incident.

5. Your privacy rights

At any time, you have the right to have your personal- and sensitive personal data disclosed to you and require its deletion from the organisation's storage. You have the right to be 'forgotten' in accordance to the GDPR (General Data Protection Regulation).

Each processing of personal- or sensitive personal data needs to comply with the General Data Protection Regulation (GDPR), including basing each processing on a lawful ground. There are six (6) lawful grounds:

Consent: the data subject has consented to the personal data processing



Approved by the National Board: 01.07.2020

Contract: The data subject has a contract or is to enter into a contract with the data controller

Weighing of interests: The data controller may process personal data without the data subject's consent if the data controller's interests outweigh those of the data subject and if the processing is necessary for the purpose in question

Legal obligation: There are laws and rules that oblige the data controller to process certain personal data in its activities

Exercise of official authority or task in the public interest: The data controller must process personal data in order to carry out its duties as an authority or to carry out a task in the public interest

Fundamental interest: The data controller must process personal data in order to protect a data subject who cannot give their consent, for example if they are unconscious

EYP Sweden may rely on one or many of these lawful grounds for data processing. EYP Sweden documents its reasoning when choosing legal grounds for collecting data and informs the data subjects of the lawful grounds upon which the processing of their personal data has been made. Legal grounds for processing data must be clearly defined and documented prior to the personal data being collected. Lawful grounds can not be changed while the personal data is being processed

Where sensitive data is concerned, it is not sufficient to have one of the above grounds but there are also special rules. As a general rule, processing of this data is prohibited but that prohibition is subject to certain exceptions. Sensitive personal data, such as personal identity numbers (data being used to uniquely identify a person), may be processed if the data subjects have given their consent. Should no consent have been given, personal identity numbers may be processed only when it is clearly motivated taking into consideration: (1) the purpose of the processing, (2) the importance of an accurate identification, (3) any other considerable reason.

6. Storage of Personal- and Sensitive Personal Data

Personal data that has not been renewed by you over the course of three years since registering it will be deleted.

Sensitive personal data, for example information about dietary needs collected ahead of one of the organisation's activities, may be stored for up to one (1) year after the activity has taken place.

7. Changing the Privacy Policy



Approved by the National Board: 01.07.2020

The National Board of EYP Sweden may make changes in this policy. Data collected about an individual is stored in accordance with the privacy policy that is/was applied at the time the data was collected. In case different data is collected for the same person under different privacy policies, the policy attaches and applies only to the specific data that was collected under the given privacy policy. In case the same data is collected for the same person under different privacy policies, the data is deemed renewed and falls under the new and updated version of the privacy policy.

8. Contacting the National Board

The National Board of EYP Sweden is responsible for this privacy policy and for upholding the rights asserted in it. Contact information to the National Board is found on the organisation's website www.eup.se.

9. Participating Schools

The organisation only saves public contact information to schools in order to send out invoices, as well as direct contact details to teachers and students for purposes of communicating logistical- and other important information ahead of the school's participation at EYP Sweden's sessions and other activities.