



# Privacy Policy

As part of our daily operations both within and outside the scope of our sessions, we process your personal information. This is why we are committed to protecting your individual rights, keeping your personal data safe and being transparent about our processing through this policy.

We may from now on shorten the name of our association from “European Youth Parliament Sweden” to “EYP Sweden”, “we”, “us” and “our”. Please also note that EYP Sweden is an umbrella organisation under which regional and local boards exist. Therefore, sessions and events referred to EYP Sweden in this policy may in fact have been partly or completely organised by our regional or local boards.

This policy is outlined in the following segments:

- 1. Who is Responsible for your Personal Data?**
- 2. Why and what kinds of Personal Data do we Collect?**
- 3. Where do we Collect your Personal Data?**
- 4. How is this Information Shared?**
- 5. What are your Privacy Rights?**
- 6. How will we Make Changes to this Policy?**



## 1. Who is Responsible for your Personal Data?

The European Youth Parliament Sweden is the legal person who assumes the role of data controller, meaning we determine the purposes and means of processing.

Legal Name: Europeiska ungdomsparlamentet Sverige  
Legal Registration Number: 802414-8259  
Address: Slottsbacken 8, SE-111 30, STOCKHOLM  
Email Address: [info@eup.se](mailto:info@eup.se)  
Website: [www.eup.se](http://www.eup.se)

## 2. Why and what kinds of Personal Data do we Collect?

We have summarised the purposes, categories of personal data, legal basis and storage times of our processing in a number of tables below, before each of which a title has been attributed to it. The title corresponds to a place or general time of collection of personal data. Please note that these titles are meant to contextualise our processing and are not necessarily completely precise due to the dynamic nature of our collection.



<b>Membership Form</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention Period</b>
To administer and keep track of who is a member of EYP Sweden. Additionally, to apply for grants to fund our daily operations and activities.	Name, email address, phone number, date of birth, gender, address, and postal code.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.
To determine which region you are a part of within EYP Sweden.	Postal code.		In order to apply for a grant from the Swedish Agency for Youth and Society we must store the information for two (2) years.
To keep track of the number of successful recruitments corresponding to specific members in the event of an ongoing or upcoming membership campaign, including rewards.	Name as well as other potential personal data mentioned in the “recruited by” box in the membership form.		As long as it is necessary for the purposes for which the personal data are processed.
To send newsletters.	Email address.	Consent.	Since a membership only lasts one year, we only retain the personal data for one year.
To send out summons and potentially related emails related to the annual meeting for members.	Email address.	Legitimate interest, as we believe that our interest in informing you about our highest decision making body which holds the national	As long as you remain a member of EYP Sweden. However, the email address may still be stored pursuant to an above mentioned



		board accountable outweighs your interest in the protection of your personal data.	purpose and legal basis.
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<b>Board members and volunteers</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention Period</b>
To administer and keep track of who is a board member and volunteer of EYP Sweden and to be able to contact regarding our operations.	Name, email address, phone number, address, and postal code.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.  We make a periodic review after each event with regard to event volunteers and after each operational year with regard to board members and volunteers active longer than a single event.
To first and foremost determine who is minor and for how long but also to give us the possibility to wish someone a wholesome happy birthday, especially during a session or an event.	Date of birth.		
To accurately execute decisions which are based on gender such as room-allocations during sessions and events e.g. board meetings.	Gender.		
To safeguard the safety and wellbeing of participants during the course of our	Allergies, dietary needs and other important health		



sessions and events.	information provided to us.		
To enable us or an appropriate third party such as a healthcare practitioner to contact a person with a high personal level of insight in case of emergency or otherwise when special circumstances call for it.	Name as well as phone number and additional necessary contact information of a board member's or volunteer's legal guardian or otherwise a person in the capacity of an emergency contact.		
In order to comply with Swedish Law, specifically <i>bokföringslagen</i> .	Financial information if applicable	Legal obligation.	The information will be retained until the seventh year following the end of the calendar year in which the financial year ended.

<b>Before a Session or an Event</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention Period</b>
To administer and keep track of who is a participant and to be able to contact regarding the session or event.	Name, email and name of school.		
To first and foremost determine who is minor and for how long but also to	Date of birth.		



give us the possibility to wish someone a wholesome happy birthday, especially during a session or an event.		<p>Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.</p>	<p>As long as it is necessary for the purposes for which the personal data are processed.</p> <p>We will make a periodic review after each session.</p> <p>If we have retained the information during a session to which we have sent a delegate abroad, we will make a periodic review after each of those sessions we have sent delegates to abroad.</p>
To accurately execute decisions which are based on gender such as room-allocations during sessions and events.	Gender.		
To safeguard the safety and wellbeing of participants during the course of our sessions and events.	Allergies, dietary needs and other important health information provided to us.		
To enable us or an appropriate third party such as a healthcare practitioner to contact a person with a high personal level of insight in case of emergency or otherwise when special circumstances call for it.	Name as well as phone number and additional necessary contact information of a participant's legal guardian or otherwise a person in the capacity of an emergency contact.		
To comply with the requirements of grant givers, especially the EU Erasmus+ programme, by sharing the list of participants to them. This is in order to fund our activities to the benefit of our members.	Name, working language and gender.		



<b>During a Session or an Event</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention Period</b>
To assure that participants have been informed and agreed to the applicable policies of the session such as the Code of Conduct and the Alcohol Policy.	Name, signature.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.  We will make a periodic review after each session.
To accurately accredit participants in the digital and/or physical resolution booklet which may become publicly available.	Name, nationality and name of school.		
To enable representatives of EYP Sweden and officials' teams of the session, especially the jury team, to correctly identify delegates.	Name, picture, nationality, name of school.		
To enable individual(s) chosen by EYP Sweden to assess and judge delegates. Additionally, if applicable, to allow the jury team to send evaluations to delegates upon request.	Name, picture, nationality and name of school, email addresses and Individual assessments		Until the start of the next national session, if the data was collected during a regional session, or 31 days after the qualification announcement, whichever is the earliest.
To document the event or session and share it publicly through the channels	Pictures, sound and voluntarily given personal	Consent.	As long as it is necessary for the purposes for which the personal



of EYP Sweden and the EYP international network internally and externally (e.g. session video/picture or creative media projects by members of the media team).	information (e.g. during interviews) during the session often within the scope of media team projects.		data are processed or until you revoke your consent (read more in chapter 5 below).
To safeguard the health and wellbeing of all participants of our sessions and events by allowing us to be more proactive and active in limiting spread and minimising the risks.	Symptoms and other important health related information.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.  We will make a periodic review after each session.
To safeguard the health and wellbeing of all participants of our sessions and events, during an epidemic, by allowing us to be more proactive and active in limiting spread and minimising the risks.	Potential or actual symptoms of an illness that may be related to an epidemic.		
To enable us to respond to complaints and concerns in a way that allows us to safeguard the health, safety and well-being of individuals to the greatest extent possible.	Personal information you share with us, not least Event or National Safe Person.		





<b>After a Session or an Event</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention period</b>
To share relevant information to our partner organisation within the EYP network in the case that a delegate advances to a session or event abroad and the delegate, or a teacher on the delegate's behalf, accepts the invitation.	Name, nationality, date of birth and email.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.  We will make a periodic review after each of those sessions we have sent delegates to abroad.
	Allergies, dietary needs and other important health information provided to us.	Consent.	As long as it is necessary for the purposes for which the personal data are processed or until you revoke your consent (read more in chapter 5 below).

<b>Job Seekers</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention period</b>
To assess the applicant's merits within the scope of recruitment.	Name, CV and attachments.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your	As long as it is necessary for the purposes for which the personal data are processed.  We will make a periodic review
To enable us to engage and maintain contact with regards to the recruitment	Email address.		



process.		personal data.	whenever a recruitment has ended.
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<b>Contact Form and Email</b>			
<b>Purpose</b>	<b>Personal Data</b>	<b>Legal Basis</b>	<b>Retention period</b>
To keep track of correspondents of what past national boards have expressed in the name of EYP Sweden as well as to follow up on concurrent and future matters.	Name, email address, attachments and any text that contain personal information.	Legitimate interest, as we believe that our interest in fulfilling the purpose of the processing outweighs your interest in the protection of your personal data.	As long as it is necessary for the purposes for which the personal data are processed.  We will make a periodic review at the end and beginning of each operational year.

### **3. Where do we Collect your Personal Data?**

Our main source of obtaining your personal data is through yourself: forms and emails etc.

In addition to yourself, we may obtain your personal data from other sources. This may include but not limited to your school, our partner organisations within the EYP network, our regional and local boards and our volunteers/officials during events. Furthermore, it is possible that we may obtain your personal information from publicly accessible sources such as the population registry.



## 4. How Is this Information Shared?

**Events:** During sessions or events in general we may share your personal information to venues and partners. For example, accommodation venues need the names of the participants living inside their premises; events inside governmental buildings or with certain guests of honour participating may require background checks on participants.

**Events abroad:** Upon participating in sessions abroad, we may share personal information to the organising partner organisation similar to those you shared with us before one of our sessions. These partner organisations are themselves data controllers for their processing of your personal data. You may find their contact details here: <https://eyp.org/get-involved/>

**Auditors and advisors:** We may share your personal information with our external auditors, advisors and legal advisors.

**Grant givers:** As outlined in chapter two, we may share your personal information to grant givers such as the Erasmus+ funding programme and the Swedish Agency for Youth and Civil Society.

**Storage:** We use G Suite from Google LCC and their subsidiaries, not least for digital storage and email.

### **Transfer of personal data to third country**

In cases where personal data is processed outside the EU / EEA, there is either a decision by the Commission that the third country in question ensures an adequate level of protection or appropriate protection measures that ensure that your rights are protected.



## 5. What are your Privacy Rights?

We abide by the rules and regulations stipulated in the General Data Protection Regulation (GDPR), including not least the rights given to you as a data subject. You may at any time contact us through the contact details in chapter one of this policy to exercise your rights.

### **The Right of Access**

This means that you have the right to request a record of our use of your personal data. You also have the right to receive a copy of the personal data we use free of charge. For any additional copies, we have the right to charge an administrative fee. If you make a request in electronic format, e.g. via e-mail, we will provide you with the information in a commonly used electronic format.

### **The Right to Rectification**

We will, at your request or on your own initiative, correct, de-identify, delete or supplement information that we discover to be incorrect, incomplete or misleading. You also have the right to supplement with additional information if something relevant is missing. Please note that you have the burden of proof for demonstrating the inaccuracy or incompleteness of such data.

### **The Right to Erasure**

We will remove your personal data if we no longer have a valid reason to retain these. As such, erasure will occur if:

- I. the personal data are no longer necessary in relation to the purpose for which they were processed,
- II. the personal data is based on consent and you choose to withdraw it, unless there is another legal ground for the processing,



- However, the withdrawal does not affect the lawfulness of processing based on consent before its withdrawal.
- III. you object to the processing and there are no overriding legitimate grounds for processing,
- IV. the personal data have been unlawfully processed,
- V. we have a legal obligation to erase the personal data.

However, there may be legal requirements or other compelling reasons why we may not immediately delete your personal information. In such cases, we will then stop processing your personal data for purposes other than complying with the law or which are not necessary for any other compelling reason.

### **The Right to Restrict Processing**

This means that we temporarily limit, i.e. freeze, the use of your personal data. You have the right to request a restriction when:

- I. you invoke the right to rectification during which we verify the accuracy of the data in question,
- II. we process the personal data unlawfully and you do not wish it to be erased,
- III. we no longer need the personal data for the purposes of the processing but they are required by you for the establishment, exercise or defence of legal claims,
- IV. you object to processing as per “the right to object”, pending the verification whether our legitimate interest override those of yours.



### **The Right to Data Portability**

You have the right to data portability. This means a right to obtain part of your personal data in a structured, generally used and machine-readable format and to transfer this data to another data controller. You are only entitled to data portability when the use of your personal data is automated and we base our use on your consent or on an agreement between you and us.

### **The Right to Object**

You have the right to object to our processing of your personal data when our legal basis for such data is either legitimate interest or public interest. In such cases, we will only continue to process the data if we have compelling legitimate grounds which override your interests.

### **Rights in Relation to Automated Decision Making**

EYP Sweden does not make use of automated decision making.

### **Right to Lodge a Complaint**

You have the right to lodge a complaint with the Supervisory Authority, Datainspektionen, with regard to our processing of your personal information.

## **6. How will we Make Changes to this Policy?**

EYP Sweden may make changes to this Policy at any time.