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Kulturcentrum Järna 13  
SE-15391 Järna  
Sweden  
Org. Nr. 802439-6965

FAQ on our updated Privacy Policy

#### WHY DO YOU COLLECT MY DATA?

We use data to complete the application documentation, send event invites, newsletters, and occasionally for promotion of our activities. We also use some of the data to improve our performance.

#### DO YOU SHARE MY DATA?

We do not share your personal data with 3rd parties unless you provide your consent.

#### HOW DO YOU COLLECT MY DATA?

When you provide it to us directly, register for events, register for our newsletter, submit your application documentation, or through our websites, and through cookies.

#### INFORMATION COLLECTION AND USE

We may collect your name, address, email, phone number, IP address, Device ID and location.

#### WHAT RIGHTS DO I HAVE OVER MY DATA?

You may ask us how we process your data, to correct or delete your personal data, and may opt out of email messaging and certain data collection and use. Your request to delete your data pertaining to an ongoing application to our program(s), results in your termination of that same application.

#### WHAT DO YOU COLLECT THAT CANNOT IDENTIFY ME?

We want to inform you that whenever you visit our website we collect anonymous information that your browser sends to us that is called Log Data. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our website that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

See the Privacy Policy below for complete details.





## **The International Youth Initiative Program (YIP) Privacy Policy**

At the YIP, Reg. No. 802439-6965, with registered address at Kulturcentrum Järna 13, Järna, Sweden, we recognise that privacy is important. This Privacy Policy applies to all of the products, activities and websites offered by YIP.

If you have any questions about this Policy, please feel free to contact us through our website or write to us at [info@yip.se](mailto:info@yip.se) or:

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### **Information we collect and how we use it:**

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when through our websites. If you make a donation online or payment to us, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

We have a number of Activities that do not require you to register for an account or provide any personal information to us, such as visiting YIP websites and searching for members or groups. The majority of the Activities are used to contact you again in regard to our Activities.

In order to provide our full range of Activities, we may collect the following types of information.

**Information you provide** – When you sign up for an Activity that requires registration, we ask you for personal information (such as your name, email address, phone number and an account password). We may combine the information you submit under your account with information from other Activities or third parties in order to provide you with a better experience and to improve the quality of our Activities.

**YIP cookies** – When you visit YIP websites, we may send one or more cookies – a small file containing a string of characters – to your computer that uniquely identifies your browser. We use cookies to improve the quality of our interactions by storing user preferences and tracking user trends, such as



how people search. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some YIP features and Activities may not function properly if your cookies are disabled.

**Log information** – When you use our websites, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser. We use analytics tools to gather and assess information about how visitors use our websites and forms.

When you send email or other communication to YIP, we may retain those communications in order to process your inquiries, respond to your requests and improve our work.

**Communications** – When you join the YIP network such as receiving the online newsletter, you may choose to allow other members of the network to contact you. These contacts may be in the form of emails. YIP does not share your email address with other members of the community, without your permission.

**Other sites** – This Privacy Policy applies to web sites and activities that are owned and operated by YIP. We do not exercise control over sites that members, groups, or advertisers may link to. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

**YIP only processes personal information for the purposes described in the applicable Privacy Policy.**

In addition to the above, such purposes include:

- processing a donation that you have made;
- carrying out our obligations arising from any contracts entered into by you and us;
- dealing with documentation related to your application;
- seeking your views or comments on our activities;
- notifying you of changes to our programs, activities and policies;
- processing a job application;
- auditing, research and analysis in order to maintain, protect and improve our performance;
- ensuring the technical functioning of our network; and
- developing new Activities.



We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us or YIP has to other authorities.

### **Transfer of personal information**

YIP has Sweden as its place of business but may process personal information on servers in other countries. In some cases, we process personal information on a server outside your own country. This means that personal data will be transferred to a country which may not have the same legislated level of protection. YIP will, however, require and take all reasonable steps to ensure that the parties which process the personal data on YIP's behalf fulfill the requirements in this Privacy Policy and any other appropriate security measures. By entering into agreements with YIP that require registration or submission of personal data you also consent to the transfer of your personal data to our affiliates' servers outside of Sweden.

### **Choices for personal information**

When you sign up for a particular Activity that requires registration, we ask you to provide certain personal information. If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use.

If we propose to use personal information for any purposes other than those described in this Policy and/or in the specific Activity notices, we will offer you an effective way to opt out of the use of personal information for those other purposes. We will not collect or use sensitive information for purposes other than those described in this Policy and/or in the specific service notices, unless we have obtained your prior consent.

You can decline to submit personal information to any of our activities, in which case YIP may not be able to include you in those activities.

### **Information sharing**

YIP only shares personal information with other companies or individuals outside of YIP in the following limited circumstances:

We have your consent. We require opt-in consent for the sharing of any sensitive personal information.

We provide such information to affiliated companies or other trusted businesses or persons for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our



instructions and in compliance with this Policy and any other appropriate confidentiality and security measures.

We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable terms and conditions of services, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of YIP, its users or the public as required or permitted by law.

Please contact us at the address below for any additional questions about the management or use of personal data.

### **Photography**

YIP reserves the right to use any photograph/video taken at any event hosted by YIP, without the expressed written permission of those included within the photograph/video. YIP may use the photograph/video in publications or other media material produced or used by YIP including but not limited to: YouTube videos, invitations, brochures, promotions, newspapers, magazines, websites, etc.

A person attending a YIP event who does not wish to have their image recorded for distribution should make their wishes known to the photographer, and/or the event organizers, and/or contact [info@yip.se](mailto:info@yip.se), in writing of his/her intentions and include a photograph.

### **Information security**

We take appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorised access to systems where we store personal data.

We restrict access to personal information to YIP employees, contractors and agents who need to know that information in order to operate, develop or improve our Activities. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

No method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.



### **Data integrity**

YIP processes personal information only for the purposes for which it was collected and in accordance with the General Data Protection Regulation (GDPR) and this Policy and/or any applicable activity-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our performance. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary and to inform us if any personal information is incorrect so that we may update it.

### **Accessing and updating personal information**

When you participate in our Activities, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort.

YIP is obligated to provide to every person who requests it, free of charge, whether personal data concerning the applicant is processed or not. An application under the first paragraph shall be made in writing to YIP to the address below and be signed by the applicant. If such data is processed, written information shall also be provided about which information about the applicant that is processed, where this information has been collected, the purpose of the processing, and to which recipients or categories of recipients the information is disclosed. The information shall be provided by YIP within one month of the request.

### **Enforcement**

YIP regularly reviews its compliance with this Policy. Please feel free to direct any questions or concerns regarding this Policy or YIP's treatment of personal information, or to request a notification concerning which personal information concerning you is processed by contacting us through [info@yip.se](mailto:info@yip.se) or write to:

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When we receive formal written complaints at this address, it is YIP's policy to contact the complaining user regarding his or her concerns. We will cooperate with the regulatory authorities to resolve any complaints regarding the transfer of personal data that cannot be resolved between YIP and an individual.

### **Changes to the Policy**

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain activities, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this Privacy Policy in an archive for your review.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through [info@yip.se](mailto:info@yip.se) or through writing to

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This policy was last updated in May, 2018.