

The European Youth Parliament UK takes data protection and privacy very seriously, so here is some more information on the different ways we may use your data.

We only use your personal information if you sign up to our mailing list or attend one of our events. We will never share your details with any commercial third parties. From time to time, where appropriate, we may share your details with other branches of European Youth Parliament internationally, but we will always seek your consent before doing so. To find out more about how we store and process data, see our Data Protection Policy below.

Should you wish to opt in to receive our newsletter emails, you can consent to do so. You can also opt out of this messaging at anytime.

Data Protection

1. Data protection principles

European Youth Parliament UK is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that inaccurate personal data is erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a. This policy applies to all personal data processed by European Youth Parliament UK.
- b. The appointed Data Protection Officer shall take responsibility for the ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. European Youth Parliament UK is registered with the Information Commissioner’s Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. Individuals have the right to access their personal data and any such requests made to European Youth Parliament UK shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by European Youth Parliament UK must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests. European Youth Parliament processes data on the bases of consent and legitimate interest.
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent will be clearly available.

5. Data minimisation

- a. European Youth Parliament UK shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. European Youth Parliament UK shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Security

- a. European Youth Parliament shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.

8. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, European Youth Parliament shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.