EUROPEAN YOUTH PARLIAMENT
UNITED KINGDOM

EYPUK Privacy Notice

Approved: August 2024
Last edited: August 2024
Next review: August 2025

1. 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.
2. We are committed to providing high quality educational events to all participants. EYPUK wants and needs to know who its members are, who is coming to its events, how to communicate with the former for logistical, safeguarding or legal reasons, and how we can support our people.
3. This Policy applies to all personal data processed by EYPUK. When we refer to personal information in this Privacy Policy, we mean information that can identify you as an individual or is capable of doing so. By personal information we do not mean general, statistical, aggregated or anonymous information.
4. We also want to be able to showcase our work through media, and may use Media Teams to collect this for us. Individuals, if featured, will not have any other personal information linked to the media.
5. This Policy should be reviewed annually by the EYPUK Communications team.

Data Protection Principles

6. EYPUK is committed to processing data in accordance with its legal responsibilities. This includes ensuring that data is:
    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.
    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.

EYPUK Data Processing

7. All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
8. EYPUK may, from time to time, collect special categories of personal data from data subjects, such as ethnic origin, sex, sexual orientation and gender, usually for statistical monitoring. This information will be gathered with opt-in consent.
9. Most data collected by EYPUK falls into the following categories:

	Source of data	What data we collect	Legal basis
Those who sign-up to our mailing list	From you directly	Name Email address	Consent
Those who contact us with an enquiry	From you directly	Name Email Address Other information supplied	Consent
Those who apply to become members	From you directly	Name Age Contact details Address or service address	Legal Obligation
Those who have attended EYPUK events	From you directly, from your National Committee, from your school or from your chaperone	Name Age Contact details Address or service address Health, wellbeing and medical information	Contract Legal Obligation Vital Interest
Photographs and videos from our events	From our Media Teams	Photographs, Videos	Consent Legitimate Interest

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Data Security:

10. The Charity shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
11. 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.
12. When personal data is deleted this should be done safely such that the data is irrecoverable.

Data Retention

13. The periods for which we keep your information will vary according to the purpose for which we use the information. Unless there are specific legal or reporting requirements for us to keep your information, we will not keep it for longer than necessary for the purposes for which the data was collected or for which it is to be further processed.
14. EYPUK, as a CIO, is legally obligated to keep details of its members in a member register for at least 10 years.

Data Sharing

15. EYPUK may, as required, share personal data with event organisers, venues and volunteers.
16. We will not share your details with any commercial third parties.
17. From time to time, where appropriate, we may share your details with other branches of the European Youth Parliament (EYP) network internationally, but we will always seek your consent before doing so.

Your Rights

18. Under data protection law, you have rights in relation to your data:
    a. Your right of access - You have the right to ask us for copies of your personal data.
    b. Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
    c. Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.
    d. Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
    e. Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

European Youth Parliament United Kingdom (EYPUK)
Liverpool Town Hall, High Street, Liverpool, L2 3SW
info@eypuk.co.uk

f. Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
g. Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

19. All requests to exercise your rights in relation to your personal data should be sent by email to our Communications Team at communications@eypuk.co.uk, or to admin@eypuk.co.uk.

Breach

20. 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.

Complaints

21. If you are unhappy about the way in which we have used your personal information please let us know by contacting us and we will try to resolve your complaint.
22. If we are unable to resolve your complaint to your satisfaction you may lodge a complaint with the Information Commissioner's Office.

    Information Commissioner's Office
    Wycliffe House
    Water Lane
    Wilmslow
    Cheshire
    SK9 5AF

    Helpline number: 0303 123 1113
    Website: https://www.ico.org.uk/make-a-complaint