

Principles of personal data protection – in general:

The administrator of data is EUROPEUM Institute for European Policy, Staroměstské náměstí 4/1, Prague 1 – Old Town, 110 00, ID: CZ69057842. GDPR is a new EU legislation, which notably increases the protection of personal data of EU citizens. With these changes, the EU is aiming to better protect the rights of its people from the unlawful use of their personal data. In this area, the Office for personal data protection is still functioning, although it henceforth will be subject to the European Data Protection Board (EDBP). In case the Czech authorities would be failing to adhere to aforementioned legislation, it is possible to turn to the aforementioned EDPB.

These principles:

- States what kind of personal data is stored
- Explain in what way the data is stored
- Explain for what purposes the data is used
- States the rights, which you are given in the area of personal data protection
- Explain the possibilities in which you can delete/manage your data in our database
- Informs of the use of multimedia records and photos from our events
- Informs about cookies on our websites
- Informs about sharing of personal data with third parties

What personal data do we store?

In our database we only store your: **Name, Surname, languages** you speak, your **email address** and, in some cases, we note the **institution** you work in and which **position** you occupy (or whether you are in **category** of student, employee, entrepreneur or senior).

Why do we store personal data?

Name, surname and email address are stored, so that we can send out invitations for events, which we (co-)organize and so that we can place you on our attendance sheets in case you confirm your participation on these events. With this we can coordinate and make sure you get a seat.

Data about the **institute**, or **position** you are active in allows us to determine what kind of event is best suited for you, and which topic could be interesting to you. In some cases, it means we can invite you to special closed events based on this information. This information is stored only in a small number of contacts.

Information about which **category** you fall under (if it is stated) is used by us to create statistics based on our events through which we inform co-organizers and partners about in what manner the event happened, and about the composition of categories (e.g. students, professionals, etc.) that participated in the event. This information has therefore only informative purposes, and is only used internally.

Information about **languages** spoken is only used to determine whether we should be sending you invitations to events that are held in other languages other than English or Czech. This information is, as before, only used internally.

Where and for how long do we store this data?

EUROPEUM Institute for European Policy is using sufficient organizational and technological measures in protecting personal data. Your data is stored in an electronic contact database software Ecomail from Ecomail s.r.o., which is licensed and is fulfilling all the requirements of GDPR. In case you register for our events through our registration form on Google Forms, the data you submitted is stored on a secured document on the server of Google LLC.

How can I change/delete my personal data?

You can always unsubscribe from the invitations and newsletter we send out through email we send, by using the link ,unsubscribe'. If you choose to unsubscribe, your contact information will be deleted and **you will stop receiving any emails sent out by EUROPEUM Institute for European Policy. This also means that we can no longer add you to the contact list of recipients.** The data is stored up to the point where you unsubscribe from our emails, or until EUROPEUM Institute for European Policy stops functioning.

The management of your personal data is possible through written form, email or communication over telephone, which is listed on our websites under the **contacts section**. If you want to stop receiving only specific information, please make use of this method. In case of you unsubscribing by clicking on the button in our emails, you will not receive any information at all.

Information about audiovisual material from our events:

When participating on an event, you are giving us permission to use pictures and video-recordings, which you might be part of, to use further as promotion material and for PR purposes. During some events, a video-recording can be made, which can be live-streamed on Facebook, and consequently archived. Photographs of the audience, which we take during our events, are completely anonymous and the names of individuals are not displayed on these photographs, nor are they anywhere listed (with the exception of the moderator and guest speakers).

Information about cookies:

EUROPEUM Institute for European Policy does not use cookies to store any personal data. Our websites contain a number of external links like the websites of partner organizations, sponsors, Facebook and YouTube, which may use cookies monitoring your activities on the internet. Third party cookies are

following different principles of personal data protection from our websites. You can block cookies in the settings of your internet browsers.

Information about sharing of personal data with third parties:

We do not share our database of your personal data with any third parties. The only exception is the data provided by filling in registration forms for our events, which we organize with any of our partner organizations. We can only share this data with co-organizers of that particular event for which you register. Even then, we only share that information which is absolutely necessary for organization purposes (information such as informing them that you have already registered for an event and no further emails in regard to that event need to be sent to you).