

Data Protection Policy - GDPR Policy

AU-EU Youth Voices Lab – Power of the Collective

1. Introduction

This Data Protection Policy outlines how personal data is collected, processed, protected, and stored as part of the AU-EU Youth Voices Lab - Power of the Collective (YVL-PoC) programme and the associated AU-EU Youth Voices Lab App (the "Programme" and the "App"). Youthmakers Hub (YMH) is the communication partner of the Programme, responsible for facilitating the effective communication, dissemination, and visibility efforts.

The purpose of this policy is to ensure that all personal data is processed in a secure, transparent, and lawful manner, in compliance with the General Data Protection Regulation (GDPR), to protect the privacy of all data subjects involved in the Programme, including youth participants, programme partners, and other stakeholders.

By engaging with the Programme and using the App, individuals consent to the collection, use, and processing of their personal data as outlined in this policy.

2. Scope and Application

This policy applies to all personal data collected, processed, and stored by the AU-EU Youth Voices Lab - Power of the Collective (YVL-PoC) programme, including all data provided through the AU-EU Youth Voices Lab App and associated digital communication channels such as social media, newsletters, and email interactions.

This policy governs the actions of Youthmakers Hub (YMH) and any external partners involved in the data processing activities of the Programme.

3. Definitions

For the purpose of this policy, the following terms are defined:

- **Personal Data:** Any information relating to an identified or identifiable individual, including names, email addresses, phone numbers, social media handles, geographical location, demographic data, etc.
- **Data Subject:** The individual to whom the personal data refers (e.g., participants, users, partners).
- **Data Controller:** The entity responsible for determining the purposes and means of processing personal data. Youthmakers Hub (YMH) is the data controller for communication activities under the Programme.

- Data Processor: Any entity that processes personal data on behalf of the Data Controller (e.g., cloud providers, app developers, communication partners).
- Consent: The freely given, specific, informed, and unambiguous indication of a Data Subject's agreement to the processing of their personal data.
- GDPR: General Data Protection Regulation (EU) 2016/679, the regulation governing the protection of personal data within the European Union.

4. Data Collection and Use

Personal data will be collected through various means, including but not limited to:

- Registration forms (for participation in events, activities, and the app).
- Surveys, feedback forms, and consultations (related to Programme or App use).
- Social Media and Communication Channels (e.g., Facebook, Instagram, LinkedIn, X, YouTube, TikTok, WhatsApp).
- App Usage (user registration, interactions, feedback, content submissions).

The data will be used for the following purposes:

- Communication: To keep participants informed about Programme activities, updates, and opportunities.
- Engagement: To facilitate interaction within the AU-EU Youth Voices Lab App and enhance the user experience.
- Monitoring and Evaluation: To assess engagement metrics, including the number of logins, interactions, content shared, etc.
- Training and Capacity Building: To deliver content and resources through the Programme's platforms.
- Reporting and Visibility: To fulfill reporting requirements to the European Commission and other stakeholders, including sharing aggregate data and insights.

5. Legal Basis for Data Processing

The legal basis for processing personal data is as follows:

- Consent: Data Subjects provide explicit consent to process their personal data for participation in the Programme or use of the App.



- **Contractual Necessity:** Processing is necessary to fulfill contractual obligations with the Data Subjects, such as providing access to training materials, events, or the App.
- **Legitimate Interests:** The processing of personal data is based on YMH's legitimate interests to promote the Programme's visibility, engage stakeholders, and fulfill communication and dissemination objectives.
- **Legal Obligation:** Personal data may be processed when required to comply with legal obligations, such as EU reporting requirements.

6. Data Subject Rights

Data Subjects have the following rights under the GDPR:

- **Right to Access:** The right to request a copy of their personal data and information on how it is being processed.
- **Right to Rectification:** The right to request corrections to inaccurate or incomplete personal data.
- **Right to Erasure:** The right to request the deletion of personal data under specific conditions (e.g., if the data is no longer needed for the purposes it was collected).
- **Right to Restrict Processing:** The right to request the restriction of data processing under certain conditions.
- **Right to Data Portability:** The right to request the transfer of personal data to another data controller in a structured, commonly used, and machine-readable format.
- **Right to Object:** The right to object to the processing of personal data based on legitimate interests, including direct marketing.
- **Right to Withdraw Consent:** Data Subjects may withdraw their consent at any time without affecting the lawfulness of processing prior to withdrawal.

7. Data Retention

Personal data will only be retained for as long as necessary to fulfill the purposes outlined in this policy or as required by law. The retention periods for different types of data are as follows:

- **Event participation data:** Retained for the duration of the Programme and for reporting purposes, typically up to 5 years.



- App user data: Retained for as long as users remain active on the platform; data may be anonymized if the user becomes inactive for extended periods.
- Communication data (e.g., newsletters): Retained until the user opts out or unsubscribes from communication channels.

8. Data Security Measures

YMH implements appropriate technical and organizational measures to ensure the security of personal data. These measures include:

- Encryption of personal data during transmission (e.g., HTTPS for websites and the App).
- Access Controls to ensure that only authorized personnel have access to personal data.
- Regular Security Audits and assessments to identify vulnerabilities.
- Data Minimization: Collecting only the minimum amount of data necessary for the stated purposes.
- Incident Response: Implementing processes to handle any data breaches, including notification to affected individuals within 72 hours, as required by the GDPR.

9. Data Sharing with Third Parties

YMH may share personal data with the following third parties:

- External App Developers and IT Providers for the development, maintenance, and improvement of the App.
- Cloud Service Providers for data storage.
- Communication Platforms (e.g., MailerLite, Social Media platforms) for dissemination and communication purposes.
- European Commission or other authorized bodies, for the purpose of fulfilling reporting and compliance obligations.
- All third-party data processors are required to comply with GDPR and must sign a Data Processing Agreement (DPA) to ensure that personal data is processed in accordance with the Regulation.

10. Data Breach Response

In the event of a data breach, YMH will:



1. Identify and assess the breach immediately to determine the scope and impact.
2. Contain and mitigate the breach to prevent further unauthorized access.
3. Notify Data Subjects of the breach within 72 hours, where applicable.
4. Report the breach to the relevant authorities (e.g., Data Protection Authorities) if necessary.
5. Review and strengthen security practices to prevent future breaches.

11. International Data Transfers

Personal data may be transferred to countries outside the European Union (EU) and the European Economic Area (EEA). In such cases, YMH ensures that the data is transferred in compliance with applicable GDPR provisions, such as using Standard Contractual Clauses (SCCs) or ensuring that the third party adheres to an adequate level of protection.

12. Changes to this Policy

YMH reserves the right to update this Data Protection Policy as necessary. Users will be notified of any significant changes to the policy, and continued use of the Programme or App will constitute acceptance of the revised terms.

13. Contact Information

For any questions or requests related to personal data processing, or to exercise your rights, please contact:

Youthmakers Hub

Email: info@youthmakershub.com

Website: www.youthmakershub.com

AU-EU Youth Voices Lab – Power of the Collective

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