



YEPP EUROPE Privacy Notice

The scope and purpose of this Privacy Notice

This Privacy Notice explains how YEPP EUROPE ("YEPP EUROPE", "we", "us", "our"), collects, uses, shares and otherwise processes your Personal Data in connection with your relationship with us as a YEPP EUROPE client, partner, donor, sponsor or being generally interested in our services and our publications in accordance with applicable data privacy laws and the General Data Protection Regulation ("GDPR") which will become applicable as of 25 May 2018.

Should you have any questions about this Privacy Notice you can contact us at info@yeppeurope.org or at the address mentioned below.

We may provide supplemental privacy notices on specific occasions when we are collecting or processing Personal Data about you so that you are fully aware of how and why we are using your Personal Data. Those supplemental notices should be read together with this Privacy Notice.

YEPP EUROPE

YEPP EUROPE is project legally represented by the Internationale Akademie Berlin, a non-profit organization registered in Germany. This privacy notice is issued on behalf of Internationale Akademie Berlin, and to the extent that each Project is a data controller and data is shared between these companies. Internationale Akademie Berlin Privacy Notice and Terms are available on their [website](#).

The International Academy Berlin (INA) for innovative pedagogy, psychology and economics is a non-profit organization that carries out development, practical and research projects as well as continuing education and training. It works nationally and internationally on the development of an interdisciplinary discourse between pedagogy, psychology and economics. Internationale Akademie Berlin (INA) is a legal entity registered in Germany, Amtsgericht Berlin-Charlottenburg HRB 60456, USt-IdNr: DE 227525000

You can contact us at Institute for Community Education, International Academy Berlin (INA) gGmbH, Nassauische Straße 5, 10717 Berlin, Germany or at +49 30 2574 1725 and info@yeppeurope.org

Personal Data

The term “Personal Data” as used in this Privacy Notice means any information relating to you such as your name, contact details etc. Personal Data does not include data from which you can no longer be identified such as anonymised aggregate data.

What information do we collect about you, how do we collect it and what do we use it for?

The kinds of Personal Data we may collect include your contact details (such as your address, email address and telephone number) and information such as your job title, age which we may request from you. In addition, we collect the Personal Data you choose to provide to us, e.g. if you contact us by letter, telephone, email or any other means of electronic or personal communication.

We will process your Personal Data if and to the extent applicable law provides a lawful basis for us to do so.

We will therefore process your Personal Data only:

- a) if you have consented to us doing so;
- b) if we need it to perform the contract we have entered into with you;
- c) if we need it to comply with a legal obligation; or
- d) if we (or a third party) have a legitimate interest which is not overridden by your interests or fundamental rights and freedoms. Such legitimate interests will be the provision of services by us, or administrative or operational processes within YEPP EUROPE, and direct marketing.

We will use your Personal Data to deliver our services to you or the institution you work or act for. We may also use your Personal Data to inform you about our services and our marketing and events.

Please note that we may use or disclose Personal Data if we are required by law to do so or if we reasonably believe that use or disclosure is necessary to protect our rights and/or to comply with judicial or regulatory proceedings, a court order or other legal process.

We use third party providers to hold and manage data such as MailChimp and Zoom and encourage you to view the privacy policy and terms of use for such platforms. We only send data outside of the EEA where there are appropriate legal safeguards in place.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access Personal Data (or to exercise any of your other rights). This is another appropriate security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it.

Accuracy of information

It is important that the Personal Data we hold about you is accurate and current. Please let us know if your Personal Data changes during your relationship with us.

Every 12 months we will prompt all those that have consented to receive the regular newsletter and invitations to events and updates on upcoming programmes to confirm their preferences or have their data removed.

What if you do not provide the personal data we request?

It is in your sole discretion to provide Personal Data to us. If you do not provide us with all or some of the Personal Data we request, we may not be able to accept an engagement from you, to provide all or some of our services, to enter into a contract with you or to send you requested marketing or other information.

Change of purpose, anonymisation

We will only use your Personal Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason which is compatible with the original purpose. If we need to use your Personal Data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

In some circumstances (including reporting to investors and government bodies) we may anonymise your Personal Data so that it can no longer be associated with you, in which case it is no longer Personal Data.

Your rights in relation to your information

You have rights as an individual which you can exercise under certain circumstances in relation to your Personal Data that we hold.

These rights are to:

- a) request access to your Personal Data (commonly known as a “data subject access request”), port that data to other data controllers of your choice (commonly known as “the right to data portability”) and request certain information in relation to its processing;
- b) request rectification of your Personal Data;
- c) request the erasure of your Personal Data;
- d) request the restriction of processing of your Personal Data;
- e) object to the processing of your Personal Data;
- f) to be informed through access to our [privacy policies](#).

We undertake no profiling of personal data unless requested to do so to fulfill a statutory duty or contractual agreement.

If you want to exercise one of these rights please contact us at info@yeppeurope.org. If you have signed up to our mailing lists and wish to update or erase your data please select update profile or unsubscribe options and this will be done automatically.

You also have the right to make a complaint at any time to German data protection authorities for data protection issues, or, as the case may be, any other competent supervisory authority of an EU member state.

Right to withdraw consent

In case you have provided your consent to the collection, processing and transfer of your Personal Data, you have the right to fully or partly withdraw your consent. To withdraw your consent, please contact info@yeppeurope.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose(s) to which you originally consented unless there are compelling legitimate grounds for further processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. Where we processed your Personal Data for direct marketing purposes, you have the right to object at any time, in which case we will no longer process your Personal Data for such marketing purposes.

How long will we retain your information?

We will only retain your Personal Data for as long as necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements.

To determine the appropriate retention period for your Personal Data, we will consider the amount, nature, and sensitivity of the Personal Data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your Personal Data so that it can no longer be associated with you, in which case it is no longer Personal Data.

Upon expiry of the applicable retention period we will securely destroy your Personal Data in accordance with applicable laws and regulations.

Every 12 months we will review our policies and the policies of the third party providers we use to hold and process data to ensure these comply with EU Data Protection requirements.

Data Breach

Should we experience a data breach we will notify you within 7 business days by email.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will make an updated copy of such privacy notice available on our website.

Further information

If you have any concerns or require any further information, please do not hesitate to contact info@yeppeurope.org.

Contacting Us

If there are any questions regarding this privacy policy, you may contact us using the information below.

YEPP EUROPE

Institute for Community Education

International Academy Berlin (INA) gGmbH

Nassauische Straße 5, 10717 Berlin, Germany

+49 30 2574 1725

info@yeppeurope.org