

european liberal youth
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www.lymec.eu
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youth wing of ALDE Party

LYMEC data protection and privacy notice

Last revised: 22/05/2018

LYMEC is committed to protecting your personal information and to respect the European legislation on this matter, particularly under the General Data Protection Regulation (GDPR) (EU) 2016/679. This document explains what information we collect and how and why we collect it.

This document explains:

- What personal information is
- What personal information we collect
- How we use the personal information we collect
- Who has access to the personal information we collect
- What information we share with third parties
- What steps we take to protect your information online
- What choices you have regarding your information

This document applies to all personal data about its Members and the public collected and used by LYMEC. This Document also applies to campaigns we carry out through third party social media websites (e.g. Facebook, Twitter and Instagram), which we may use to gather information about you. These websites, as explained below, should also have their own privacy policies that cover the information they capture about you.

Any information stored on LYMEC's platform is treated as confidential. All information is stored securely and accessed by authorised people only. LYMEC implements and maintains appropriate technical, security and organisational measures to protect Personal Data against unauthorised or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure. After reading this Notice, if you have any further questions about how your personal data may be used, you can contact us using the details at the end of this statement.

What is personal information?

As used herein, the term "personal information" means information that specifically identifies an individual (such as name, address, telephone number, e-mail address, credit card number or photo) and information about the individual or his/her activities that directly links to information that can identify a person.

What personal information do we collect?

Active collection: Personal information may be collected in several ways when you visit our websites. We collect certain information you voluntarily provide to us, such as when you send us an email or sign up to receive email updates, connect through a social feed, fill out a form, request information, or apply for a vacancy. Such information may include personal details, such as your name, address, e-mail address and phone number. Personal and demographic

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information may also be collected if you provide such information in connection with leaving comments, posting other content, and sending an email or message to us. In addition, from time to time we may collect demographic, contact or other personal information you provide in connection with your participation in surveys, event registrations, registering as Individual Member and other activities on the websites.

How do we use the personal information we collect?

If you give us consent to contact you, for example by ticking a check-box to receive our newsletter, LYMEC may use the information you provide to contact you. By providing your data to us and by ticking the consent box, you agree to us making contact with you in the future by email, or in rare instances by phone.

We may use personal information we collect:

- To provide the services, products or information you request, and to process and complete such requests and any related transactions;
- To canvass for political support;
- To send you confirmations, updates and alerts;
- To notify you about important changes to our websites;
- To send you newsletters and otherwise provide you with information or services you request or that we think will be of interest to you, such as sending you information to keep you informed about various campaigns, candidates, issues, events, resources, promotions, contests, products and services;
- To help you connect with other supporters;
- To administer membership records;
- To remind you to vote;
- To assist you in finding your registration information and polling location;
- To request feedback and to otherwise contact you about your use of the Websites;
- To respond to your emails, submissions, requests, questions and comments;
- To monitor and analyse site usage and trends;
- For any other purpose for which the information was collected

Who has access to the personal information?

Only a limited group of people has access to the personal information collected by LYMEC. The people with access are the Secretary General, the Administrative Assistant, the Bureau Members and the IMS delegates (Individual Members' database only). The personal information is only accessed when there is a specific need for it, such as administering the membership database or sending information about an event to the participants.

What information do we share with third parties?

It is our policy not to share the personal information we collect from you through our websites with third parties, except as described in this document or as otherwise disclosed on the websites.

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For example, we may share personal information when we believe in good faith that we are lawfully authorised or required to do so or that doing so is reasonably necessary or appropriate to comply with the law or legal processes or respond to lawful requests, claims or legal authorities, including responding to lawful warrants or court orders;

We are not responsible for the actions of any service providers or other third parties and we encourage you to become familiar with their privacy practices before disclosing information directly to any such parties.

Cookies and technical information Cookies (or browser cookies)

A cookie is a small file placed on the hard drive of your computer or mobile device. It may contain certain data, including, but not limited to: the name of the server that has placed it there, an identifier in the form of a unique number, and, an expiration date (some cookies only). Cookies are managed by the web browser on your computer (Internet Explorer, Firefox, Safari or Google Chrome). Different types of cookies which have different purposes are used on our Website.

Essential Cookies

These cookies are essential to allow you to browse our Website and use its functions. Without them, services such as electronic invoicing would not be able to work.

Performance Cookies

These cookies collect information on the use of our Website, such as which pages are consulted most often. This information enables us to optimize our Website and simplify browsing.

Functionality Cookies

These cookies enable our Website to remember the choices you have made when browsing. For example, we can store your geographical location in a cookie so that the Website corresponding to your area is shown. We can also remember your preferences, such as the text size, font and other customizable aspects of the Website. Functionality cookies may also be able to keep track of the products or videos consulted to avoid repetition. The information collected by these cookies cannot be used to identify you and cannot monitor your browsing activity on sites which do not belong to us. It is possible that you will come across third-party cookies on some pages of sites that are not under our control. You may refuse to accept browser cookies by activating the appropriate setting in your browser. However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website. For more information about cookies, see <http://www.allaboutcookies.org/manage-cookies/>

All personal information you provide to us is stored on our secure servers (or those of our service providers) behind firewalls. We may store, retrieve, access, and transmit your personal

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information to EU and non-EU countries. Any payment transactions will be performed using our third party payment processors, who will use appropriate security procedures.

What choices do you have regarding the use of your information?

You may unsubscribe from receiving email updates and newsletters by following instructions in those emails. Please note that we may still send you other types of emails, such as emails about your use of our websites, or use information as otherwise described in this Document, even if you unsubscribe from receiving email updates and newsletters.

Opting Out

By providing us with your email address (including by “following,” “liking,” linking your account to the Services, etc., on a third party website or network or by signing up for Individual Members' Section membership), you consent to our using the email address to send you Service-related notices, including any notices required by law, in lieu of communication by postal mail. You also agree that we may send you notifications of activity on the Service to the email address you give us, in accordance with any applicable privacy settings. We may use your email address to send you other messages or content, such as, but not limited to, newsletters, additions or changes to features of the Service, or special offers. If you do not want to receive such email messages, you may opt out by emailing us your request at office@lymec.eu. Opting out may prevent you from receiving email messages regarding updates, improvements, special features, announcements, or offers. You may not opt out of Service-related emails. You may be able to add, update, or delete information as explained above. When you update information, however, we may maintain a copy of the unrevised information in our records. You may request deletion of your account by emailing us at office@lymec.eu.

Retention and deletion

LYMEC will not retain data longer than is necessary to fulfil the purposes for which it was collected or as required by applicable laws or regulations. You may, at any time, request that we correct personal data that we hold about you which you believe is incorrect or inaccurate. You may also ask us to erase personal data if you do not believe that we need to continue retaining it (sometimes called the right to be forgotten). You can do that by sending an email to office@lymec.eu. Your request will be processed as soon as possible in the framework of 10 working days. If you have any queries concerning the processing of your personal data, you may address them to the functional mailbox office@lymec.eu. Please note that we may ask you to verify any new data that you provide to us and may take our own steps to check that the new data you have supplied us with is accurate. Further, we are not always obliged to erase personal data when asked to do so; if for any reason we believe that we have a good legal reason to continue processing personal data that you ask us to erase we will tell you what that reason is at the time we respond to your request.

Concerning the processing of photographs, audio and video recordings during our events

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The events organised by European Liberal Youth (LYMEC) may be audio- and video-recorded as well as web-streamed. A photographer and/or a cameraman, contracted by LYMEC, may have access to the meeting room in order to take pictures and videos for communication and publication purposes.

Videos and pictures taken by the photographer and/or cameraman, contracted by LYMEC, may also be published on the LYMEC website and on related social media accounts (Facebook, Instagram, Twitter, YouTube, etc.). They may be also used in other media and means of communication in order to pass on information about the event and activities of LYMEC.

Should you require further information or wish to exercise your rights under Regulation (EC) No. 45/2001, please contact the data controller at the following email addresses: Edgaras@lymec.eu or see LYMEC website for further information.

Right of Access

You may, at any time, request access to the personal data that we hold which relates to you (sometimes called a subject access request). This right entitles you to receive a copy of the personal data that we hold about you. It is not a right that allows you to request personal data about other people, or a right to request specific documents from us that do not relate to your personal data.

Right to Portability

Where you wish to transfer certain personal data that we hold about you, which is processed by automated means, to a third party you may write to us and ask us to provide it to you in a commonly used machine-readable format.

Acceptance of these Conditions

We assume that all visitors of our website and users of our platform have carefully read this document and agree to its contents. If someone does not agree with this privacy policy, they should refrain from using our website and platform. We reserve the right to change our privacy policy as necessity dictates.

Contact us:

If you have any queries regarding the information set out here, if you wish to exercise any of your rights set out above or if you think that it has not been followed, please contact:

office@lymec.eu

or:

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