



EUROPARC

F E D E R A T I O N

Privacy Policy for EUROPARC members

Föderation der Europäischen Natur- und Nationalparke e.V. (EUROPARC Federation)

Preamble

The EUROPARC Federation (in the following declaration called EUROPARC) is the representative body of Europe's Protected Areas. The EUROPARC Federation is dedicated to practical nature conservation and sustainable development of Europe's biodiversity, fostering holistic landscape approaches in its management. EUROPARC is a member-based organisation, its constituency is mainly made by legal bodies but includes also some few individual members.

EUROPARC is committed to protect the privacy of its members and of all those with whom we cooperate and enter into contacts. This privacy policy explains why EUROPARC collects personal data, which information EUROPARC has access to, how EUROPARC collects and discloses the data, and how EUROPARC protects personal data. EUROPARC will use or process your personal data only in accordance with the GDPR.

EUROPARC processes personal data in many automated ways (for example in the context of administration, the organisation of conferences and other platforms of information exchange as well as public relations). In order to comply with the provisions of the EU Data Protection Regulation and Germany's Federal Data Protection Act, to avoid data breaches and to ensure a uniform handling of personal data within the association, EUROPARC sets up the following privacy declaration.

General

EUROPARC processes personal data, among others, of members, participants in events and staff both automated in computer equipment and non-automated in a file system, e.g. in the form of printed lists. In addition, personal data will be published on the internet and forwarded to third parties. In all these cases, the EU General Data Protection Regulation, Germany's Federal Data Protection Act and this Privacy Policy must be complied with by all persons who process personal data.

Why does EUROPARC collect information?

EUROPARC collects and processes information provided to it. Information are mainly collected to provide high quality services to members and partner organisations.

EUROPARC collects personal information, for example:

- To organise seminars, workshops, conferences etc.;
- To send newsletters or direct communication in accordance with your preferences;
- To implement tailor-made training courses;
- To register for webinars and e-learning modules;
- To administer membership;
- To provide, support and ameliorate the services we offer;
- To analyse web statistics and log files;
- To prepare entrance permissions and access control.
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How does EUROPARC collect and process information?

EUROPARC processes the data of different categories of persons. For each category of data subjects, a single file on the server and sheet (membership contracts, employment contracts, service contracts, etc.) will be created in the relevant list of processing activities.

As part of the membership relationship, EUROPARC processes in particular the following data of members: name of the protected area, first name and last name of the contact persons of management and accounting / finances, address (street, house number, zip code, city), date of joining EUROPARC, telephone numbers and e-mail addresses.

EUROPARC will only keep personal information for as long as it is necessary for the purpose for which it is collected, which may include the purpose of satisfying any legal, accounting or reporting requirements.

How does EUROPARC take care of personal data?

All staff of EUROPARC who handle personal data (for example, members of the Council, members of the Directorate) are required to commit to the confidentiality of personal data.

All personal data collected are internally processed only by designated EUROPARC staff and stored on servers and in folders which abide by EUROPARC's security rules and standards. EUROPARC takes appropriate measures to ensure that the information disclosed to it is kept secure, accurate and up-to-date. EUROPARC has, for example, measures in place to protect against accidental loss and unauthorized access, use, destruction or disclosure of data.

Data Protection Officer: Since less than 10 persons at EUROPARC are regularly handling and processing personal data, EUROPARC does not have to name a Data Protection Officer.

What does EUROPARC use the information for?

Lists of members or event participants are made available to the respective employees within EUROPARC (for example, Council members, Directorate staff) insofar as the respective task requires. The scope of personal data used in this case must comply with the requirement of data economy. EUROPARC uses identification numbers for their members, making them anonymous.

Personal data of members may be issued to other members of the association only if a consent of the data subject exists. The use of participant lists, in which the participants of meetings and other events, for example, to prove attendance, is not considered such a publication.

Use of personal data of employees and others: All personal data given to EUROPARC by staff members are not only processed by EUROPARC staff, but also by external payroll service providers. A written contract for order processing with the payroll companies ensures GDPR compliance. Personal data of volunteers, contractors or freelancers are made available to the respective employees within EUROPARC only insofar as the respective task requires.

All personal data is not used for automatic profiling or decision-making.

How does EUROPARC communicate?

For communications by e-mail EUROPARC established its own e-mail accounts, which are to be used within the framework of internal communications. The Federation also communicates via the online meeting portal ZOOM, Skype and uses a third party, GDPR compliant, to send direct mailing campaigns.

When sending e-mails to a large number of people who are not in constant contact with each other via e-mail and / or whose private e-mail accounts are used, the e-mail addresses are to be sent "bcc".

How does EUROPARC publish information?

As part of the public relations activities of EUROPARC, personal data will be published on the Internet and in the Social Web, in our "Protected Areas In-sight" annual magazine, in the annual report and on websites and distributed to the press. This includes, in particular, the data coming from generally accessible sources: participants in events or other participant lists, with name, function and organisational affiliation.

On the website www.europarc.org, certain data of the members, the Council and the Directorate, speakers (at events or webinars), with first name, last name, function and e-mail address can be published. The publication of

photos and videos made outside of public events is made solely on the basis of the consent of the persons depicted.

Establishment and maintenance of Internet sites: EUROPARC maintains one central internet site for the entire association. The establishment and maintenance of appearances on the Internet is the responsibility of the Council and the Directorate. Changes may only be made by the Council, the Directorate and the Administrator. The Directorate is responsible for compliance with the privacy policy in connection with online appearances.

Who is responsible for data processing in the association?

The Council Board is - according to § 26 BGB - responsible for compliance with data protection regulations. Functionally, the task is assigned to the Directorate. The Directorate ensures that lists of processing activities are conducted in accordance with Art. 30 GDPR and that the information obligations under Art. 13 and 14 GDPR are fulfilled. It is responsible of answering requests for information regarding data.

All people giving their personal data to EUROPARC have rights over their personal data. They can request the details of the personal information EUROPARC holds about them. If they want to access their information, they are kindly asked to contact EUROPARC and send a description of the information they want to see and proof of their identity. They have right to: request correction of their data, request deletion of their data, object to process personal data or request restriction and withdraw consent.

Violations of data protection regulations and this order

All staff of EUROPARC may only process data within the scope of their respective powers. Unauthorized data collection, use or transfer is strictly prohibited.

Violations of general data protection regulations and in particular of this privacy policy can be punished.

Entry into force

This privacy policy was decided upon by the overall board of EUROPARC on 08.06.2018 and comes into force with publication on the website of EUROPARC.

For more information please contact the EUROPARC headquarters at europarc@europarc.org.

www.europarc.org