

# Privacy policy IFLRY

## GENERAL STATEMENT

The International Federation of Liberal Youth (hereinafter IFLRY) fully respects your right to privacy, and will not collect, process or publish any personal data about you other than as set out in this privacy policy. Any personal information, which you provide to IFLRY will be treated with the highest standards of security and confidentiality.

Your privacy both offline and online is of the utmost importance to us.

This privacy statement discloses what information we gather and how we use it. In particular our privacy policy is in accordance with current European data law, known as the General Data Protection Regulation (GDPR).

### Who are we?

IFLRY is a federation of liberal youth organizations from all around the world. Our aim is to promote liberalism and globalise freedom. IFLRY is a Federal organisation that is made up of over ninety Member Organisations from across the world.

## MEMBERS

If you give us consent to contact you, for example by ticking a check-box to receive our newsletter, IFLRY 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.

If you provide your contact information for other purposes, for example as an international officer<sup>1</sup>, as a member of the IFLRY Council<sup>2</sup> or any other purpose you agree that IFLRY may use the information to contact you in the future by email, or in rare instances by phone.

### What is the purpose of the data collection?

IFLRY will not contact you for any other purpose other than one that is in accordance to the promotion of the purpose of IFLRY. The specific purpose of collecting the data is disclosed when the data is being collected.

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<sup>1</sup> International officers are appointed by our member organisations and are the head representatives for each member organisation.

<sup>2</sup> The IFLRY Council consists of: The Bureau members which are elected every two years and do the day to day running of the organisation. They are supported by the Office, who are employed by IFLRY, and by a team of Programme Managers that are appointed on a voluntary basis by the Bureau.

**Who has access to the personal information?**

Only a limited group of people has access to the personal information collected by IFLRY. The people are the office and the bureau and, if needed, the council. The people with access will always be as limited as possible and will only be shared with relevant people to fulfill the purpose of the data collection. The personal information is only accessed when there is a specific need for it.

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.

**APPLICATION/REGISTRATION FORMS FOR IFLRY EVENTS AND SEMINARS****What is the purpose of the data collection?**

IFLRY needs to collect data from participants of our events in order to be able to successfully administer the events. IFLRY fully and exclusively administrates our events, which means collects all the applications, i.e. the data from the above-mentioned application form. The necessary data from the application form are in some cases forwarded to relevant donors and hotel/venue in order to logistically and administratively fulfill the event. In order for IFLRY to be able to complete the selection of participants and to administrate the event, IFLRY need the data from the application form. The data will only be used for the purpose of the event.

**What personal data does IFLRY collect in application forms?**

IFLRY collects only the data that are needed to fulfill the purpose of it being collected, which is the data that are relevant for IFLRY to make a decision on the selection of participants, administrative and logistical purposes for the respective event. The necessary data collected are visible in the above-mentioned application form.

**Who has access to your information and to whom is it disclosed?**

After IFLRY collects the data, IFLRY will disclose the data of the applicants to relevant personnel and people whom are working with the event on behalf of IFLRY. The purpose of this disclosure is for IFLRY to do the selection of the participants based on the data from the application forms. If the data are incorrect, IFLRY maintains the right to modify or delete the data.

IFLRY may in some cases disclose the names of the applicants to the respective member organisation which the applicant belongs to. The purpose of this disclosure is to select the participants of the event in the respective country. IFLRY may in some cases disclose information collected in the application form to a relevant third party whom IFLRY is associated with administratively or has signed a logistical contract. IFLRY will not do this without your permission or for any other purpose than disclosed in the document. Some of the people whom are working with events on behalf of IFLRY and associated third parties are

located outside of the European Union, in a country deemed not to offer a similar level of data protection as within the European Union.

## **HOW LONG DO WE KEEP DATA AND OPTING OUT**

The data will be kept for as long as it is necessary for the administration of the event, i.e. as long as there is a need to disclose this data in order to fulfil the purposes stated above. The data will however not be stored for more than two years. You may unsubscribe from receiving email updates and newsletters by following instructions in those emails.

How can you access your personal data, verify its accuracy and, if necessary, correct it? In accordance with applicable data protection laws, you have a right to access your personal data, and request correction of inaccurate, or deletion of irrelevant personal data. You may exercise the above-mentioned rights by contacting IFLRY at Mulackstraße 2910119 Berlin, Germany or at [office@iflry.org](mailto:office@iflry.org).

# Guide to follow GDPR

## **Text to include with newsletter subscription:**

By clicking submit you agree that The International Federation of Liberal Youth will use the information you provide on this form to be in touch with you and to provide updates and marketing.

You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at [office@iflry.org](mailto:office@iflry.org). We will treat your information with respect. For more information about our privacy practices please visit our website. By clicking below, you agree that we may process your information in accordance with these terms.

## **Text to include with application/registration forms:**

By registering for this event you agree that The International Federation of Liberal Youth will use the information you provide on this form in accordance to our privacy statement [[clickable link](#)] and understand that some of your personal data may be shared with relevant associated third parties for administrative purposes, as well with hotel/and or venue for logistical purposes. For more information please contact [office@iflry.org](mailto:office@iflry.org) or visit our website.

## **Text to include in other things:**

By clicking submit you agree that The international federation of liberal youth will [write purpose and how you will use data as above]

You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at [office@iflry.org](mailto:office@iflry.org). We will treat your information with respect. For more information about our privacy practices please visit our website. By clicking below, you agree that we may process your information in accordance with these terms.

## **Text to put on website with link to privacy policy:**

### PRIVACY POLICY

The International Federation of Liberal Youth fully respects your right to privacy. Any personal information, which you provide to IFLRY will be treated with the highest standards of security and confidentiality, strictly in accordance with applicable data protection laws. For more information consult our privacy policy [[clickable link](#)].