

## PRIVACY NOTICE (ENG)

### 1. Introduction

This Privacy Notice explains how personal data will be collected, used, and protected by **CYMEPA**, ([www.cymepa.org.cy](http://www.cymepa.org.cy)) a non-profit association registered in Cyprus and located at **8 Argyrou Droushioti, 3041 Limassol**. We are committed to respecting your privacy and handling your personal data in accordance with the General Data Protection Regulation (GDPR).

CYMEPA processes your personal data in accordance with the provisions of the General Data Protection Regulation ("GDPR") and is considered as the Controller of your personal data meaning that it has the authority to determine the purposes and the means of the processing activities.

The GDPR defines personal data as any information that relates to an identified or identifiable individual. An identifiable person is someone who can be recognized, either directly or indirectly, through identifiers such as their name, ID number, location data, online identifier, or other factors linked to their physical, physiological, genetic, mental, economic, cultural, or social identity.

In simple terms, personal data is any information that can be used to identify you, such as your name, surname, ID number, photos or phone number.

We are committed to being transparent about the personal data we collect and how we use it, ensuring you remain in control of your information. This document outlines how we manage your personal data and that of your child, the purposes for which we process it, and your rights regarding this processing. Please take the time to read and understand this notice.

### 2. What Personal Data We Collect

Though the website [www.nz4y.org](http://www.nz4y.org) (the "Website") we collect the following personal data from registered users of the **Net Zero for Youth (NZ4Y) Programme**:

- Name and surname
- School
- Mobile phone number
- Instagram username (if applicable)

This data will be collected through the Website to identify participants in **NZ4Y Programme** who will take part in questionnaires, quizzes, activities, competitions and events associated with the programme.

### 3. How Your Data is Used

The personal data we collect is used to:

- Identify registered users for the **NZ4Y Programme**
- Organise questionnaires, quizzes, activities, competitions and events for the **NZ4Y Programme**.

- Contact users regarding programme-related updates.

#### 4. Legal Basis for Processing

Our intended processing of personal data has the following legal basis:

- **Consent:** By providing your personal data through the registration form, you are giving consent to its use for participation in the programme.

You may withdraw your consent at any time by contacting us (see Section 8).

#### 5. Data Sharing

Your personal data will not be shared with any third parties. It will be stored securely in a database set up by **Base Element** and controlled by **CYMEPA**.

#### 6. Data Retention

We will retain your personal data only for 36 months. If you choose to withdraw your consent, your data will be erased unless we have another legitimate basis for doing so in law.

#### 7. Your Rights

You have the following rights in relation to the personal data we hold about you:

- **Request access and information in relation to your personal information (commonly known as a "data subject access request").** This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal data** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data under certain circumstances
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Object to automated decision-making** including profiling, that is not to be subject of any automated decision-making by us using your personal information or profiling of you.
- **Request the restriction of processing of your personal information.** This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request transfer of your personal information in an electronic and structured form to you or to another party (commonly known as a right to "data portability").** This enables you to take your data from us in an electronically useable format and to be able to transfer your data to another party in an electronically useable format.

- **Withdraw consent.** In circumstances where you may have provided your consent to the processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.
- **Lodge a complaint with the supervisory authority.** If you have a concern about any aspect of our privacy practices, including the way we have handled your personal data, you can report it to the relevant Supervisory Authority.

Please note that some of the above rights may be limited where we have an overriding interest or legal obligation to continue to process the data or where data may be exempt from disclosure due to professional secrecy obligations.

If you want to exercise any of these rights, then please use our contact details provided below.

## **8. Complaints**

If you have a concern about the way we are collecting or using your personal data or wish to make an internal complaint, you may contact us using the contact details provided below or directly raise your concern to the Data Protection Commissioner's Office at <http://www.dataprotection.gov.cy>.

## **9. Changes to our Privacy Policy**

We may make changes to this Privacy Policy from time to time. To ensure that you are always aware of how we use your personal data we will update this Privacy Policy from time to time to reflect any changes to our use of your personal data. Where it is practicable we will notify you by email of any significant changes. However, we encourage you to review this Privacy Policy periodically to be informed of how we use your personal data.

## **10. Contact**

If you have any questions about this Privacy Policy or want to exercise your rights sets out in this Privacy Policy, please contact us by:

E-mail to: [info@cymepa.org.cy](mailto:info@cymepa.org.cy).

**Find us on: 8 Argyrou Droushioti, 3041 Limassol**