

Data privacy policy in accordance with the [General Data Protection Regulation](#) of the European Union

This Data protection statement pertains to the participants of the African European Youth Forum (28 and 29 September 2020) within the context of the German Presidency of the Council of the European Union. It regulates the storage and use of personal data collected for the purpose of the Youth Forum by GIZ (*Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH*) and its subcontractors.

[GIZ](#) is commissioned by the German Federal Ministry of Economic Cooperation and Development for the planning, organisation and realisation of events in the context of the German Presidency of the Council of the European Union. GIZ is supported by the event management agency BESL who is the direct contact address for participants. They are also commissioned as software operator for the online registration of the participants. They are using their own IT infrastructure *Welcome Manager* for the registration. The event technology agency [Kuchem](#) is commissioned by GIZ to assist in setting up the virtual conferencing environment.

GIZ takes the protection of personal data very seriously. This declaration explains what personal data is stored and what it is used for.

- Data processing is the responsibility of the *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH*.
Registered office of the company:
Friedrich-Ebert-Allee 36 + 40, 53113 Bonn
Dag-Hammarskjöld-Weg 1 – 5, 65760 Eschborn
Potsdamer Platz 10, 10785 Berlin
Project lead: Sandra Retzer, sandra.retzer@giz.de
- The personal data, as specified in the registration process, includes:
 - Salutation, family name, first name, e-mail address, date of birth, phone number, citizenship, country of residence

This data is required for the African European Youth Forum. It will be stored on the servers of *Welcome Manager* (located in Germany) and used for the planning and realisation of the Meeting.

- In detail, the data will be used solely for the purpose of organising the event which requires an overview over the participants, their names and countries of origin (to select a regional balanced participant group), e-mail address (for a confirmation of the application, a confirmation or rejection for participation and additional information prior to the event) as well as additional data such as language skills (in order to plan possible linguistic support), preference for working group topics (in order to ensure a fitting assignment to the working groups) and motivation (in order to select the participants).
- The legal basis for processing is the consent to this statement as given in the registration form by checking the box "Data protection".
- The data will be used exclusively for the purposes described in the statement. Any other use will always be subject to further consent. The data will not be used for advertising purposes.
- GIZ uses appropriate technical and organisational measures to secure data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. The software operator, *BESL*, affirms that IT security is ensured and put in place appropriate measures.
- GIZ and *BESL* agreed on a protocol for the deletion of all data recorded in the process of this registration. The data will be stored for the conduction of the event and the follow-up contact (i.e. the conveyance of thank-you notes and/or keepsakes) and deleted after the event took place. This does not affect the legally prescribed retention period.

- Access to your personal data is restricted to GIZ staff within the project “Supporting the Federal Ministry for Economic Cooperation and Development during the Presidency of the Council of the European Union 2020” and the following third parties:
 - The event management agency / the software operator *BESL* has full authorisation to access the data and use it for the above-mentioned purpose of organising the Meeting but is not authorised to use the data, export it or pass it on to third parties.
 - The relevant divisions of the German Federal Ministry for Economic Cooperation and Development have access to the data through GIZ and *BESL* staff.
- The conference technology company *Kuchem* has access to the data only insofar as it is necessary to grant the participants access to the virtual meeting room. The parties listed here need to process the data for the above-mentioned purposes and will handle the information you provide in a proper and confidential manner. None of these parties is authorised to forward your data to other organisations/entities without your explicit consent.

Rights of data subjects

You are entitled to enquire about your personal data, have the data corrected if necessary, and ask for processing to be restricted or data to be erased. The data will then be removed from our system and the systems of our subcontractors. The consent given to use personal data can also be revoked at any time. This does not affect the lawfulness of processing up to the time of revocation.

In the case of revocation, it is not possible to participate in the African European Youth Forum organised by the German Federal Ministry of Economic Cooperation and Development. To revoke consent, please send an e-mail to: info@youthforum-eu2020-development.de

Should you have any questions or complaints relating to this statement or the processing, you can contact the GIZ data protection officer at the following email address: datenschutzbeauftragter@giz.de.

You have the right to approach the data protection authorities with complaints. The authority responsible is the German Federal Commissioner for Data Protection and Freedom of Information (BfDI).