



## Data Use Policy

### Data Operator

Your data operator is American Systems sp. z o.o., based in Poland, Poznań, 27 Grudnia 7. For any questions related to your data management, including your rights to access, correct and delete your personal information under applicable data protection law, please contact the data operator. Data will be retained for 5 years after the official closure of the EDU-ARCTIC project by the European Commission.

### Users rights

Providing your personal data is voluntary. Once you have done so, you have the right to: access and adjust your personal data, lodge written, motivated requests to cease processing your personal data; lodge objections against processing your personal data.

### Use of collected information

The storage, processing and displaying of personal data is necessary to allow EDU-ARCTIC portal users additional online services, such as information and communication services. Access to this information is strictly limited to the EDU-ARCTIC Project Consortium. It will not disclose your personal data to third parties for direct/indirect marketing purposes.

### Range and purpose of collected data

#### 1) Registration to the portal

The range of data collected during the registration process: name, surname, e-mail address, country, town, school, sex.

We need:

- **your name and surname** – to identify each teacher, to address you properly, to assess the scale of the project and its impact;
- **your e-mail address** – to contact you, send information about the project, invitations and individual access to online lessons;
- **name of school, town, country** - to report the achievement of project results, and to verify if the schools exists and meets the requirements (secondary schools only);

- **information on your sex** - due to the nature of the project and one of its objectives, referring to the increase in women's involvement in STEM education, to assess project impact and address gender issues, wherever necessary.

In addition, information such as user IP address, internet service provider (ISP), web browser, operating system, approximate time of use, referring website and any similar data exchanged between a user's computer and the servers of the EDU-ARCTIC portal will be collected. These will not be linked to specific user accounts except as indicated below. The information is only accessible to the systems administrators of the portal and is used only to ensure compatibility between users and the EDU-ARCTIC portal, and to take appropriate action in case of unlawful or inappropriate behaviour.

Finally, aggregate statistics will be collected regularly, including, but not limited to, the number of users during a specific period, most popular pages, number of participants of webinars and uploaded materials.

## 2) Subscriptions to the newsletter

The range of data collected: **name, e-mail address, country**. The storage and processing of personal data (name and e-mail address) is necessary to allow the distribution of information about EDU-ARCTIC and its activities in the form of newsletters. The storage and processing of information on your country is necessary for statistic purposes, allowing us to report to the European Commission on geographical coverage of the newsletter's subscribers.

## 3) Submitting request for technical support

The storage and processing of your e-mail address is necessary to contact you and provide technical support.

## 4) Applications to the Arctic competitions

For the application name, surname and age of the student will be collected in order to process the application.

Winners of the competition will also be requested to provide additional personal data: sex, father's name (for the trip to Svalbard by vessel Horizon II), home address, passport number, date and place of birth, nationality, which are necessary for the organisation of the Arctic trip, including: security, accomodation, transport, embarkation, insurance. In case of minors, names and surnames of their legal guardians will be also collected.

## 5) Registration to the Teacher Workshops

Additionally to the personal data given in the process of registration to the EDU-ARCTIC portal, number of mobile phone will be collected in order to contact you in case of any



emergences during the workshops and it is also required during the process of flight booking (it is required by airlines and/or tour operators).

### **Information access (in case of registration on the portal)**

During registration, users will be asked to provide a username and password. Using this username/password combination, users may access their account and use the restricted area of the site. Users can edit or delete their profile information at any time.

### **Legal bases**

Data processing shall be in accordance with the following provisions:

(A) The Act of 29 August 1997. Protection of Personal Data (consolidated text Dz. U. 2014. Pos. 1182 as amended);

(B) Regulation of the Minister of Internal Affairs and Administration of 29 April 2004., On personal data processing documentation and technical and organizational conditions which should be fulfilled by devices and computer systems used for processing personal data (Dz. U. 2004. No. 100, item. 1024);

(C) Regulation of the Minister of Internal Affairs and Administration of 11 December 2008. On the model application data set to the Inspector General for Personal Data Protection (Dz. U. of 2008, no. 229, pos. 1536);

(D) Regulation of the Minister of Internal Affairs and Administration dated 11 May 2015. On the mode and manner of implementation of tasks in order to ensure compliance with regulations on the protection of personal data by the administrator of information security (Dz. U. of 2015. Pos. 745);

(E) Regulation of the Minister of Internal Affairs and Administration dated 11 May 2015. On the conduct of the security administrator registry information datasets (Dz. U. of 2015. Pos. 719);

(F) Regulation of the Minister of Administration and Digitization of 10 December 2014. On the model applications appointment and dismissal of the administrator of information security (Dz. U. 2014, pos. 1934).

**Any and all changes to this privacy policy will be posted here, and will take effect upon publication.**



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