

## THE PRIVACY POLICY

### §1. Cel i wykonawca badań

#### §1. The purpose and the implementer of the project

1. The „Let's get active. Incentives for citizens active participation in the democratic life of the European Union” project, further referred as “project”, is conducted by the Fundacja Alternatywnych Inicjatyw Edukacyjnych (Foundation of Alternative Educational Initiatives), with headquarters in Bielsko-Biała, Poland, address: 43-300 Bielsko-Biała, Ukryta 14 Street, registered in the associations, other social and vocational organisations, foundations and independent public health care units register as well as in the National Court Register, **KRS:** 0000385004, **NIP:** 9372652784, **REGON:** 241936864., that is the data administrator.
2. We grant that participation in the project (and especially participation in: The on-line research, the National Citizens Forum, the International Citizens Forum, the information and promotion campaign, the Recommendations formulating, the exit strategy formulating) does not include risk of receiving any advertisements or commercial offers. The goal of the project realization is to learn the private persons' and institutions' opinions using research methods. The results of the research and other project activities are aimed at formulating general conclusions on which ground some decisions regarding social issues might be taken. The project results will be presented in a manner that doesn't make identifiable any single project participant.

#### §2. The rules of the data gathering

##### CONFIDENTIALITY

All the responses you would give are treated as confidential and will only be analysed in anonymous, aggregated form. All the research and other project results publications will be presented in aggregated form. If you would leave us your e-mail address or your telephone number, it may be used solely for the communication in the project realization issues and solely under the condition of giving us your consent for such a contact. No personal information will be gathered by us without your previous consent. On each stage of the project realization you have the right to have a part or all the data of yours removed from our database or to have them updated. The removal of the data is done through implementing procedure in result of which all the records enabling to identify the source of the data are eliminated.

##### DATA VOLUNTARILY SUPPLIED

Your cooperation, on every stage of the project realisation, is entirely optional and voluntary. Supplying personal data is optional and voluntary. The data may be passed to the public bodies, in consent with the legal regulations, only for the purpose of this project, co-funded from public sources, documentation and reporting.

##### PROTECTION OF THE CHILDREN

We do our best not to include children in this project realization without their parents/ legal guardians consent. Still we are aware it is not always possible due to the medium used.

##### PARICIPATION FREE OF CHARGE

Your participation in the project is free of charge. It means that the persons taking part in the project neither receive payment for that nor incur any costs, apart from the standard costs incurred for connecting with the Internet.

#### §4. The rules for processing the data and the Cookies files

The information embedded in so called system logs (for example the IP address) are being used solely for the purpose of administration and collecting statistical data. These data doesn't make identifiable any single research participant, or project web page user.

The Cookies files are small text files, recorded on the final tool of the person visiting the webpage; the information gathered concern the way the user is using the IT system handling the research questionnaire and the project web page.

This kind of data are gathered anonymously. The Cookies files mechanism enables operating of the particular system elements. Especially the Cookies files make it possible to recognize the device and display the web page properly.

## **§5 Storing the data and the data protection**

The data Administrator take a great care for the privacy protection and takes care for the security of the data supplied, guarding and protecting them against the persons not authorized, according to the Directives 95/46 / EC and 2002/58 / EC. Every person participating in the project has right to control his/her data. All the data collected are properly guarded and protected. The personal data of the persons taking part in the project are stored and processed using the legal regulations concerning the technical and organizational means, ensuring protection against misuse and modification.

## **§6 Additional information**

1. The Administrator is entitled to introduce changes to this document (especially in case of change of the legal regulations, change of the technological conditions, operating of the IT system). In case of introducing any changes, proper information will be placed on the project webpage.
2. In case of any questions or doubts concerning participating in the project please feel free to contact us writing to: [faie@fundacjaie.eu](mailto:faie@fundacjaie.eu), or making a phone call: +48 511 551 439.
3. This privacy and the personal data protection policy regulations are in accordance with the Annex II ("General Conditions") to the Grant Decision No 2014 – 2778/001 – 001 of the Education, Audiovisual and Culture Executive Agency, granting the realization of the "Let's get active!..." project.

## **& 7. Applicability**

The privacy and the personal data protection policy shall come in effect as of 3<sup>rd</sup> of January 2015.