



Alcohol Policy Youth Network (APYN) Data Privacy Statement

APYN values the protection and confidentiality of your personal data. Therefore, we comply with applicable data privacy legislation in relation to processing personal data. We provide users opportunity to unsubscribe from our mailing lists through an "unsubscribe" button which is available at the bottom of emails.

APYN will use your personal data only for the purpose for which you have given permission. APYN will not sell, rent, loan, trade or lease any personal information collected online or offline. All information shall be kept absolutely confidential unless given consent to by the user.

APYN will not share your personal information with others, unless your permission has been explicitly given. APYN might need to share your personal information for official project reporting purposes, if the co-financer or co-financers will demand it. You will be asked to give us permission to share your information at such occasion.

APYN uses secure data networks that are protected by password protection systems.

APYN's security and privacy policies are periodically reviewed and enhances as necessary. Only authorised individuals have access to the information provided by our contacts.

Our databases are located in Slovenia, on Internet platform Mailchimp and on Google LLC servers.

How you can withdraw consent to be emailed or unsubscribe from receiving emails?

If you wish to stop receiving emails from APYN, you may do so by clicking the "unsubscribe" link at the bottom of any email. Alternatively, please email us at: info@apyn.org or write to us at:

Zveza APYN
Gregorčičeva ulica 7
1000 Ljubljana
Slovenia

Access to information and data rectification

You have the right to ask for a copy of the information APYN has about you. You have at any time the right of access, modification, correction and removal of your data collected in our database. You can request this by contacting APYN by email info@apyn.org or in writing at:

Zveza APYN
Gregorčičeva ulica 7
1000 Ljubljana
Slovenia

How does APYN collect personal data?

APYN only collects personal data that you give us yourself or that third parties (e.g. APYN's member organization of which you are a member) give us in the context of a service requested by them (e.g. in the context of an application or contact information form).



What personal data does APYN process?

APYN only collects the personal data needed to carry out a service requested by you (or by a third party).

When and why does APYN process personal data?

APYN only processes these data in certain situations:

- if you have explicitly given your permission for this;
- or, if it is necessary to process the data in order to provide a service you have requested (e.g. your address to send a publication or your bank account number to pay out to);
- or, if we are legally obliged to process the data (e.g. your ID number to issue a pass to public institutions such as Parliaments, National Councils etc.);
- or, if it is necessary in the public interest or for a legitimate purpose (e.g. displaying organisations and persons who have received financial support on our website).

How does APYN treat personal data?

Data about persons who are minors and sensitive personal data (e.g. health information or bank account numbers) are always treated as confidential and never made public.

Your data are only used for the service you have requested (unless the conditions described in the paragraph above are met).

We never pass on your contact details to third parties for commercial purposes.

How long does APYN keep personal data?

If you submit an application form, register for an event or make a payment, we will keep your data for the time needed to provide the service you have requested and in case the service provided has been a part of a project, for which APYN has received co-funding from public sources (European, national or local), we might need to keep your data for a longer period of time – the usual period is up to 5 years after the official conclusion of the project, but the period may depend on specific project's demands.

APYN may also decide to collect some data in an aggregated form over a longer period in order to evaluate and make adjustments to its own activities (e.g. website visitors, newsletter opening track record).

Does APYN keep my personal data safe?

Your data are processed in a way that is safe. We therefore use various security technologies and measures to protect your data from unauthorised access, use, loss or publication. These technologies and measures are tested on a regular basis and updated if necessary.

What can I do about my own personal data?

If you want to update any of your contact details, you can do that by emailing info@apyn.org. You have the right to be 'forgotten'. To request this, please contact info@apyn.org. If you consider that your data have been handled incorrectly, you can submit a complaint to the Privacy Commission.

Contact us

The controller of your personal data, under applicable data privacy legislation and in regard to the processing of personal information, is:



Zveza APYN
Gregorčičeva ulica 7
1000 Ljubljana
Slovenia
Email: info@apyn.org

If you have questions about our privacy practices, you may contact us at the above addresses or by emailing secretary.general@apyn.org.