

## EASNIE DATA PROTECTION INFORMATION

This leaflet explains how the European Agency for Special Needs and Inclusive Education (EASNIE) collects, protects and processes your data when you take part in its activities. For more detailed information, please read EASNIE's Privacy Policy.

Please take time to read the information in this leaflet carefully. You may discuss it with others if you wish.



### Taking part in EASNIE activities: what are my rights?

It is up to you to decide if you want to take part in an EASNIE activity.

If you decide to take part, you are free to withdraw at any time. You do not have to give a reason.

You can always review your personal data and ask us to correct or delete it. You can also tell us not to share or process your personal data.

If you have any questions or complaints, please contact EASNIE's Personal Data Protection Working Group ([privacy@european-agency.org](mailto:privacy@european-agency.org)).



### What type of personal data do we collect? And why?

For your participation, we may need to collect, store and use these types of data about you:

- **Contact details** (full name, email address – for example, to contact you)
- **Personal details** (date of birth, gender, nationality, ID number, accessibility needs, dietary needs – for example, to book travel, hotels, venues, meals)
- **Bank account details** (for example, for fee payments or travel reimbursement)
- **Photos, videos and audio recordings** (for example, for reports and videos to disseminate EASNIE work; for notetaking purposes in meetings and focus group discussions).

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## **How do we protect your personal data?**

We have internal controls to protect your personal data and make sure it is not lost. We will make sure that nobody can use or access your data without permission.

Only people working for EASNIE who need to access your data for the purposes of this activity will have access to it.

We will only keep your personal data for as long as necessary to complete the activity.



## **Who else will have access to/process my personal data?**

We may need to share your personal data with others when you take part in EASNIE work. This may include sharing relevant data with:

- travel agents, hotels and restaurants (when you attend EASNIE events);
- service providers for specific purposes (such as information technology and recruitment services);
- auditors and tax authorities (if required by law).



## **Contact**

If you have any questions or would like more information on this topic, please contact EASNIE's Personal Data Protection Working Group: [privacy@european-agency.org](mailto:privacy@european-agency.org).

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