



Dear user,

thank you for choosing application IM-PROVE (improve.inexsda.cz, further referred to as the Service) as a tool of recording your volunteering experience. Before using the website please read these Terms and Conditions carefully.

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms and Conditions.

These terms consist of:

1. General information of processing the personal data (based on the GDPR and other related regulations and laws)
2. Concrete information on processing the data in IM-PROVE

General information of processing the personal data

Responsible subjects

Personal data administrator:

INEX - Sdružení dobrovolných aktivit, z.s.

Address: Varšavská 30, 120 00 Praha 2 – Vinohrady, Czech Republic

IČO: 186 29 008

Email: improve@inexsda.cz

(dále INEX-SDA)

Contact person of the administrator:

Name: Anežka Kopecká

Phone: +420 222 362 715

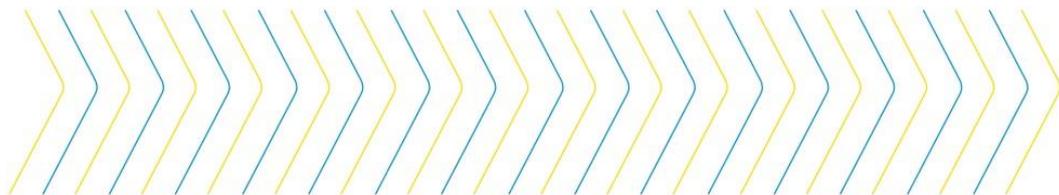
Email: ekonom@inexsda.cz

Basic Terms and Information

Let us explain some of the basic concepts that relate to the protection of personal data.

Data Subject - you

The subject of the data is a natural person to whom the personal data relate and which is directly or indirectly identifiable according to the personal data.



Personal Data Administrator - us

An administrator is an individual or legal person who determines the purposes and means of processing personal data and is primarily responsible for processing. Unless stated otherwise in these policies or terms of service, the INEX-SDA as provider of the Service is the personal data administrator.

Personal data

Personal data is any information about an identified or identifiable natural person (data subject). An identifiable individual person is a person directly or indirectly identifiable, in particular by reference to a particular identifier (name, surname, number, network identifier) or one or more specific elements of physical, physiological, genetic, psychological, economic, cultural or social identity of this individual.

Special categories of personal data

This is just a new reference to sensitive personal data. This is a personal data that may harm you in the society or cause you to be discriminated against. Such personal data usually reflects racial or ethnic origin, political opinions, religious beliefs or philosophical beliefs or trade union membership, or the processing of genetic data, biometric data for the sole purpose of identifying a physical person and health or sexual life, or sexual orientation of a natural person.

Which law regulates the processing of personal data?

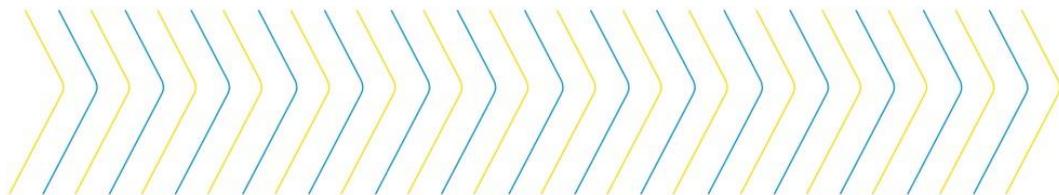
The processing of personal data is governed in particular by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Regulation Protection of Personal Data), hereinafter referred to as "GDPR". National regulations may, in some cases, where the GDPR permits, lay down different rules. This is regulated by Act No. 101/2000 Coll. on the Protection of Personal Data, as amended.

Processing of personal data

Processing is any operation or set of operations that is performed with personal data or personal data files with or without the help of automated procedures such as collecting, recording, arranging, structuring, storing, customizing or altering, finding, inspecting, using, accessing, transmitting, or any other disclosure, sorting or combining, restraint, erasure or destruction.

When is it possible to process personal data?

For legal processing of your personal data, at least one of the conditions specified in [Article 6](#) of GDPR must be fulfilled.



The processing of personal data in the Service is based on the condition that you explicitly consent to the processing of your personal data for one or more specific purposes (hereinafter "explicit consent") by INEX-SDA;

In the case of a special category of personal data, at least one of the conditions specified in [Article 9](#) of the GDPR must be fulfilled.

In both cases, the principles of processing personal data must be followed.

Principles of processing personal data:

- Legality - We process your personal data in accordance with applicable law, especially with GDPR.
- Data subject's consent - we process personal data only in the manner and to the extent that you have given us consent if consent is the title of processing.
- Minimization and limitation of the processing of personal data - we process personal data only to the extent that it is necessary for the purpose of its processing and for no longer than is necessary for the purpose of its processing.
- Accuracy of processed personal data - We process personal data with emphasis on their accuracy using available measures. And using reasonable resources, we process updated personal information.
- Transparency - Through this Policy and contact person you have the opportunity to get to know your personal data processing, as well as their scope and content.
- Purposeful limitation - we process personal data only to the extent necessary to fulfil the purpose and in accordance with this purpose.
- Security - We process personal data in a way that ensures its proper security, including its protection appropriate technical or organizational measures against unauthorized or unlawful processing and against accidental loss, destruction or damage.

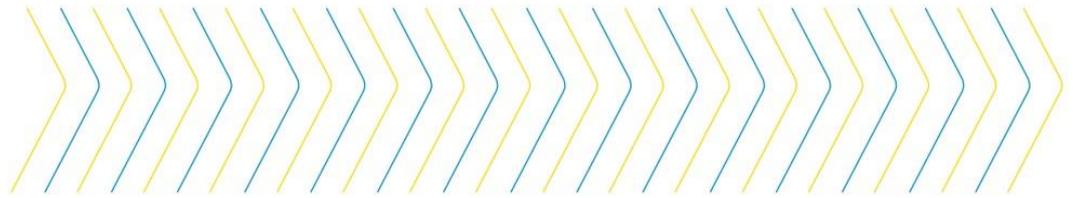
The principles for the processing of personal data are set out in [Article 5](#) of the GDPR.

Place of the storage of the personal data

In INEX-SDA, we use an internal storage system stored on a server of Dexu Internet s.r.o. The webpage improve.inexsda.cz is also run on Dexu Internet s.r.o.'s server.

This system uses INEX-SDA e-mail accounts for communication; the mail server is stored at Dexu Internet s.r.o.

For email communication, we use Thunderbird services created by Mozilla Corporation. Data processed by Mozilla Corporation is located in the US, the Netherlands, and other countries where Mozilla Corporation or its service providers are located.



More at <https://www.mozilla.org/en-US/privacy/thunderbird/>

Sharing personal information

We never pass on your personal information to third parties for marketing purposes. More on concrete sharing of personal data in IM-PROVE is described below.

Your rights as a data subject

Right of access to personal data

You have the right to request from us access to personal information about yourself. In particular, you have the right to obtain from us confirmation of whether or not the personal data concerning yourself are processed and further information on the processed data and processing within the meaning of the relevant GDPR provisions (purpose of processing, category of personal data concerned, recipient, planned storage period, existence the right to request a rectification, erasure, limitation of processing or the right to object, the source of personal data and the right to file a complaint). If you ask for it, we will provide you with a copy of the personal data we process about you free of charge. In case of a repeated request, we may charge a reasonable fee for providing a copy corresponding to the administrative costs of processing. To get access to your personal data, use a contact person.

The right to withdraw consent to the processing of personal data if processing takes place on the basis of consent

You have the right at any time to withdraw consent to the processing of personal data processed by us on the basis of such consent. You can revoke your consent through a contact person.

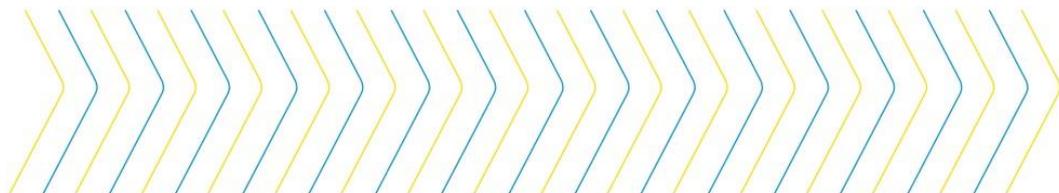
Right of correction, restriction or deletion

If you find that personal information about you is inaccurate, you may require us to correct this information without undue delay. If this is appropriate in the light of the specific circumstances of the case, you may also request the addition of the information we have about you. You may request correction, limitation of processing or deletion of data through a contact person.

Right to deletion of personal data

You have the right to request request a deletion of your personal data processed by us, without undue delay, in the following cases:

- If you withdraw your consent to the processing of personal data, and there is no other legitimate reason for our processing to prevail over our right of deletion;
- if you object to the processing of personal data (see below);
- your personal information is no longer needed for purposes for which we have collected or otherwise processed it;



- personal data have been unlawfully processed by us;
- personal information was gathered in connection with the provision of information society services to a person below the age of 18;
- Personal data must be cleared to comply with a legal obligation set forth in European Union law or the Czech law applicable to us.

You can request a deletion in these cases through a contact person.

The right to request the deletion of personal data is not given in a situation where processing is necessary:

- to exercise the right to freedom of expression and information;
- to fulfill our legal obligations;
- for public interest reasons in the field of public health;
- for purposes of archiving in the public interest, for purposes of scientific or historical research or for statistical purposes,
- where the deletion of data would be likely to disrupt or seriously jeopardize the achievement of the objectives of the processing;
- for the establishment, exercise or defence of legal claims.

Whether there are reasons for not using the right to erase can be found through a contact person.

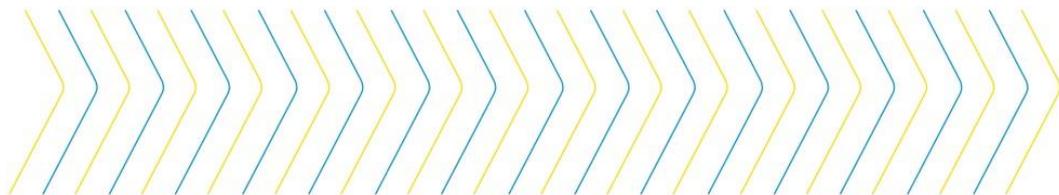
The right to limit the processing of personal data

You have the right to restrict the processing of your personal data in the following cases:

- You deny the accuracy of personal information. In this case, the limitation is valid for the time required to verify the accuracy of personal data.
- The processing is illegal and you do not want to delete your personal information and requests the restriction of their use instead.
- We no longer need your personal information for the purposes for which we processed it, but you require them for the establishment, exercise or defence of legal claims.
- You object to processing (see below). In this case, the limitation applies for a period until it is verified that the legitimate reasons on our part outweigh your legitimate reasons.

At a time when we limit the processing of personal data, we may only process your personal data (with the exception of its storage) only with your consent or for the purpose of determining, enforcing or defending our legal rights, for the protection of the rights of another natural or legal person or for reasons of major public interest or a Member State.

As mentioned above, you can request processing restrictions through a contact person.



Right to object to processing

You have the right to object to the processing of your personal data in the following cases:

- If personal data are processed on the ground that processing is necessary to fulfill a public interest task or in the exercise of public authority to which we are entrusted or for the purposes of our legitimate interests and you object to the processing of the objection, further processing unless we can demonstrate serious legitimate processing grounds that outweigh your interests, rights and freedoms, or determine, exercise or defend our legal rights.
- If personal data is processed for direct marketing purposes and you object to processing, we will no longer process personal data for these purposes.
- If your personal data is processed for purposes of scientific or historical research or for statistical purposes, we will not process it further unless processing is necessary to fulfil a task carried out for reasons of public interest.

You can file a complaint to a contact person.

Right to data portability

In the case that we process your personal data with your consent or because it is necessary to fulfil a contract between us, you have the right to obtain from us the personal data you are referring to and you have provided us in a structured, commonly used and machine-readable format, if personal data are processed by us. You have the right to pass this data to another data controller or to require us to provide this information directly to another data controller if this is technically feasible. Please contact a contact person to obtain your personal information.

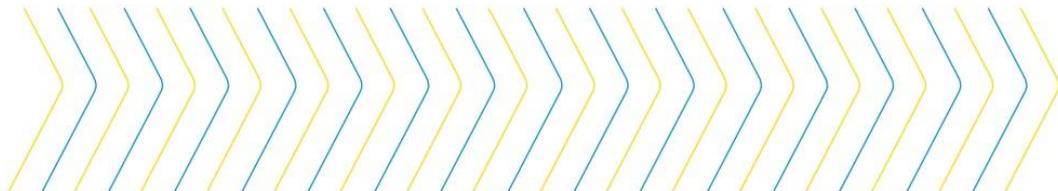
The right not to be subject to any decision based exclusively on automated processing, including profiling

We do not currently use personal data for profiling or automated decision making. Otherwise, you have the right not to be the subject of any decision based solely on automated processing, including profiling, which has legal effects for you or you have a significant impact on you. This does not apply if:

- it is necessary to conclude or perform a contract between us;
- Your explicit consent has been granted.

The right to obtain information about a breach of security of your personal data

If it is likely that a breach of our security will be a high risk for your rights and freedoms, we will notify you of this violation without undue delay. If appropriate technical or organizational measures have been used to process your personal data, such as making the unauthorized person incomprehensible, or by additional measures to ensure that the high risk does not occur, we do not need to transmit the infringement information.



Right to file a complaint with the Supervisory Authority

If you believe that the processing of your personal data is in violation of the obligations set forth in the GDPR, you have the right to file a complaint with the Supervisory Authority. The Supervisory Authority in the Czech Republic is the Office for the Protection of Personal Data:

Office for Personal Data Protection
Plk. Sochora 27, 170 00 Praha 7
phone: 234 665 111
E-mail: posta@uouu.cz
www.uouu.cz

Concrete information on processing the data in IM-PROVE

Personal data

The personal data required for registering a user are:

- Valid e-mail address
- Password

These data are recorded in the Service and cannot be deleted without deactivating the account. These data are required for signing up to the Service and using the Service.

The Service also records these data:

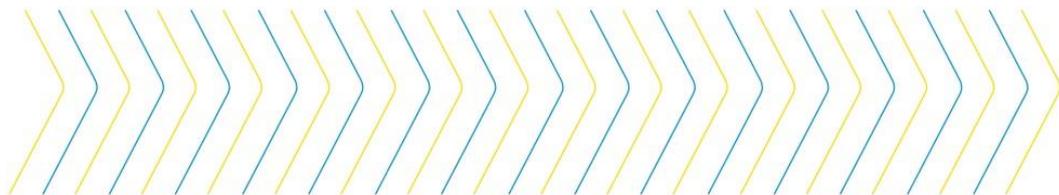
- when did the user sign in for the last time
- name and surname (not compulsory data, which are available only in case the user enters these on the profile page)
- working language of the Service
- info about the user and his/her organisations (not compulsory data, which are available only in case the user enters these on the profile page)

All data are stored for the period of your IM-PROVE account existence. Your data are deleted the moment you deactivate your IM-PROVE account.

Contact with the users

You can be contacted by the administrator of the Service by e-mail for these purposes:

- to inform you about the updates in the Service
- to inform you about the updates of the terms and conditions of the Service



Cookies

Cookies are small data files that store websites on your computer or mobile device when you start using them. They memorize your preferences and actions you've made (such as mobile or desktop version of the site, language selection, previous cookie reconciliation).

When registering and signing up to the Service, cookies are used on the website. These are not used for any other processes when using the Service.

The Service doesn't record the user's IP address.

Public data

Our Service allows you to post, link, store, share and otherwise make available certain information about your volunteering experience to people, organizations and companies of your own choice. This is available only if you activate and share your Public Profile page. The data visible on this Public Profile page are as follows:

- Name and surname
- Competence profile (showing competences the user has gained via volunteering and has put into the Service)
- eBadges (badges proving the volunteering experience issued by the badgecraft platform)

In the Service, there is an option to ask for an eBadge for each project. These eBadges serve to confirm your volunteering experience – they confirm you have done the project you've entered into the Service and you got the competences that are visible on the Public Profile. These eBadges are only visible on the Public Profile. To have the eBadge for the project visible, you must ask for it actively and the organizer of the project must confirm the experience.

When asking for the eBadge, you will be redirected to the [badgecraft platform](#), which is the main administrator of the eBadges. It means, your eBadges will be stored and edited on this badgecraft platform, any they will be displayed on the IM-PROVE Public Profile. You will be asked to agree with registering on the badgecraft platform as well as to agree with their terms and conditions. In case you don't agree, you cannot have the eBadges displayed on the IM-PROVE Public Profile.

All the information you provide using the Service will remain private and will serve only for recording statistical data of competences of our Service users, unless you publish them yourself.

Third party websites

Our Service may contain links to third party web sites or services that are not owned or controlled by [improve.inexsda.cz](#). These are displayed to advice the user where to get more experiences and increase



their competences, or where to get more information about volunteering, competences development, recognition of non-formal learning, requirements of labor market regarding the competences, and similar.

improve.inexsda.cz has no control over, and assumes no responsibility for the content, privacy policies, or practices of any third party web sites or services.

Proclaimer

You further acknowledge and agree that **improve.inexsda.cz** shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of any such content, goods or services available.

If you no longer wish to have a registered account, you may terminate your account by sending an email to improve@inexsda.cz.

If for any reason, we believe that you have not complied with these terms and conditions, we may, at our sole discretion, cancel your access to the registration areas of **improve.inexsda.cz** immediately and without prior notice.

We reserve the right, at our sole discretion, to modify or replace these Terms at any time.

These Terms and Conditions are effective from May 25, 2018.