

PRIVACY POLICY - PERSONAL DATA PROTECTION POLICY

The Priority Actions Programme/Regional Activity Centre (hereinafter referred to as the Centre) acknowledges the importance of protecting the personal data it processes for the purpose of carrying its activities, and operates in accordance with the General Data Protection Regulation (EU) 2016/679 of the European Parliament and the Council on Data Protection and the Law on Implementation General regulations on data protection (Official Gazette 42/18).

Our Privacy Policy applies to external collaborators, employees, participants of educational programs, conferences and similar events, as well as users and visitors of our websites.

Through this document, the Centre outlines the types of personal data that it collects, the purpose and manner in which we use the collected personal data, with whom we share it, the personal data protection measures that the Centre implements, the rights of users concerning the processing of personal data, the choice that users have about how we use information, and how users can contact us regarding our Privacy Policy and the protection of their rights.

DATA WE COLLECT:

We collect personal data through official PAP/RAC forms, our website, and in-person interactions.

The personal information we may collect includes:

- contact information (such as name and surname, residential address, telephone number/cell phone number and e-mail address);
- PIN number
- date of birth
- gender
- citizenship
- bank account number
- data on completed education
- other data that you provide to us.

DATA WE AUTOMATICALLY COLLECT

When you visit our websites, we may automatically collect certain information, such as IP address, browser characteristics, device characteristics, operating system, language settings, and other statistics about your visit. We may combine this information with other data to determine, for example, whether you have opened an email from us. Your browser can notify us if you have allowed or blocked cookies.

Third-party providers of applications, tools and plugins on our websites, such as social media sharing tools, may also use automated methods to gather information about your interactions with these features. This information is collected directly by the service providers and is subject to the privacy policies or notices of those services. In accordance with the applicable law, the Centre is not responsible for the privacy policy of these service providers.

LEGAL BASIS AND PURPOSE OF THE COLLECTION OF PERSONAL DATA

The Centre processes personal data based on a legal obligations, user consent, or other legitimate grounds.

We use the collected data for the following activities:

- regulating labour and legal status contracting and conducting business cooperation with the Centre
- implementing legal obligations and responding to requests as required by law, complying with contractual obligations and our business rules.

We may use the collected data in other ways, which we will inform you about before we start collecting such data.

MONITORING OF WEBSITE VISITS

The Centre's website, paprac.org uses third-party services, such as Google Analytics (GA). The provider of these services uses technology to assist in analysing how our websites are utilised. Data collected by these third parties (including the IP address) may be shared with others in order to, among other things, analyse the use of websites.

To enhance the functionality and convenience of our website, GA uses cookies to gather certain information. These cookies help the website work optimally and improve the browsing and user experience.

For more information on the privacy policy of Google Analytics, please visit the following [link](#).

OTHER INTERNET SITES

This Privacy Policy applies only to our website. If you visit other websites through links from our website, we recommend that you familiarize yourself with their personal data protection rules.

INFORMATION WE SHARE

The personal data we collect is not shared, except as outlined in this Privacy Policy or in separate notices related to specific activities.

Additionally, we may disclose your personal data if required by law or court order, and when we believe that disclosure is necessary to prevent damage, financial loss, fraud or illegal activities.

YOUR RIGHTS

Every user has the right at any time to request access to their personal data, as well as the right to rectify, delete, or limit the processing of their data, the right to data portability and the right to withdraw consent at any time, if the processing is based on their consent.

Users have the right to request deletion of their data if the data is no longer necessary for the purpose for which it was collected, if the user withdraws their consent, if they object to the processing, if the data has been processed unlawfully, and if the data must be deleted to comply with a legal obligation.

To exercise these rights, users can submit a request to the Centre's email address: paprac@paprac.org

TIME PERIOD OF STORAGE OF PERSONAL DATA

We will keep your personal data for as long as necessary to fulfil the purpose for which it was collected.

After that, we will no longer use your personal data, but we will keep it in our storage system in accordance with the legal requirements for preserving archival material.

SECURITY OF PERSONAL DATA

We have implemented administrative, technical and physical safeguards that are designed to protect personal information from unintentional, unauthorized and/or unlawful alteration, disclosure, and loss.

NOTIFICATION OF PERSONAL DATA BREACH

A breach of personal data refers to a security incident that leads to the unintentional and/or unlawful destruction, loss, alteration, unauthorized disclosure and/or access to personal data transmitted, stored and/or processed in connection with our services.

If a breach of personal data occurs, we will notify you and the competent authority via e-mail within 72 hours. We will provide details of the breach, the affected data, potential impact on our business, and the actions we plan to take to secure the data and minimise adverse effects on individuals.

Exception for Notice of breach:

We will not notify you in the following cases:

- if the affected personal data is unintelligible due to the implementation of the highest level of technical and organisational protection measures;
- if we have taken subsequent measures to minimise the risk to individual's rights and freedoms;
- if providing notice would require disproportionate effort, in which case we will use alternative effective means of communication

YOUR CONSENT

By using our web pages, you consent to this Privacy Policy.

CHANGE TO OUR PRIVACY POLICY

Any changes or additions to our Privacy Policy will be promptly published on the paprac.org website.

RIGHT TO FILE COMPLAINT

You have the right to file a complaint with the supervisory authority regarding the collection and processing of your personal data. In the Republic of Croatia, complaints can be submitted to the Agency for the Protection of Personal Data (AZOP).

CONTACT

If you have any questions or comments regarding our Data Privacy Policy or would like to update your information, please contact us via e-mail: paprac@paprac.org.

This Privacy Policy was last modified on May 23, 2018.