

Privacy Policy

1. An overview of data protection

General information

The following information will provide you with an easy to navigate overview of what will happen with your personal data when you visit this website and/or intend to take part in the *Connecting Voices for Climate Action* programme of events. The term “personal data” comprises all data that can be used to personally identify you. For detailed information about the subject matter of data protection, please consult our Data Protection Declaration, which we have included beneath this copy.

What are the purposes we use your data for?

Personal data is processed for the following purposes (in alphabetical order):

Data transferred when signing up for virtual and/or other services and digital content

We transmit personally identifiable data to third parties only to the extent required to fulfill the terms of your contract with us, for example, to a virtual service provider to allow you to register and attend the virtual meeting. Your data will not be transmitted for any other purpose unless you have given your express permission to do so. Your data will not be disclosed to third parties for advertising purposes without your express consent. The basis for data processing is Art. 6 (1) (b) DSGVO, which allows the processing of data to fulfill a contract or for measures preliminary to a contract. For further details, please see down below under Section 4 (Virtual platform service providers).

Profile- / Log-in Data

To use the profile, various personal information must be provided (last name, first name, gender, nationality, email, organisational affiliation and password). This data is required to provide individualised access to our services.

Registration

As part of the registration process, various personal information (name, address, contact details, etc.) will be collected as well as information required to complete your booking (desired booking type, participant type, additional booking options, etc.). In order to verify your eligibility of participation and/or statistical purposes, you may also be asked to provide professional information such as present and/or past profession, field of practice, research, study, etc.

What rights do you have as far as your information is concerned?

You have the right to receive information about the source, recipients and purposes of your archived personal data at any time without having to pay a fee for such disclosures. You also have the right to demand that your data are rectified or eradicated. Please do not hesitate to contact us at any time under the address disclosed in section “Information Required by Law” on this website if you have questions about this or any other data protection related issues. You also have the right to log a complaint with the competent supervising agency.

Moreover, under certain circumstances, you have the right to demand the restriction of the processing of your personal data. For details, please consult the Data Protection Declaration under section “Right to Restriction of Data Processing.”

Children´s Information

We do not knowingly collect information on children without consent from a responsible parent. If we have collected personal information on a child, please see immediately the contact details under section “Information about the responsible party (referred to as the “controller” in the GDPR)”, so we can remove this information without any undue delay.

2. General information and mandatory information

Data protection

Whilst we will employ all reasonable means to ensure safe and secure transmission of personal data, we

herewith advise you that it is not possible to ensure absolute security of data transmitted via the Internet and therefore it is not possible to completely protect data against third party access.

Information about the responsible party (referred to as the “controller” in the GDPR)

The data processing controller for the *Connecting Voices for Climate Action* programme of events is:

University of Leeds
Woodhouse Lane
LEEDS LS2 9JT

The controller is the natural person or legal entity that single-handedly or jointly with others makes decisions as to the purposes of and resources for the processing of personal data (e.g. names, e-mail addresses, etc.).

Designation of a data protection officer as mandated by law

The Data Protection Officer is:

Neil Favager
Information Governance Manager
University of Leeds
Woodhouse Lane
LEEDS LS2 9JT

Revocation of your consent to the processing of data

A wide range of data processing transactions are possible only subject to your express consent. You can also revoke at any time any consent you have already given us. To do so, all you are required to do is sent us an informal notification via e-mail. This shall be without prejudice to the lawfulness of any data collection that occurred prior to your revocation.

Right to object to the collection of data in special cases; right to object to direct advertising (Art. 21 GDPR)

IN THE EVENT THAT DATA ARE PROCESSED ON THE BASIS OF ART. 6 SECT. 1 LIT. E OR F GDPR, YOU HAVE THE RIGHT TO AT ANY TIME OBJECT TO THE PROCESSING OF YOUR PERSONAL DATA BASED ON GROUNDS ARISING FROM YOUR UNIQUE SITUATION. THIS ALSO APPLIES TO ANY PROFILING BASED ON THESE PROVISIONS. TO DETERMINE THE LEGAL BASIS, ON WHICH ANY PROCESSING OF DATA IS BASED, PLEASE CONSULT THIS DATA PROTECTION DECLARATION. IF YOU LOG AN OBJECTION, WE WILL NO LONGER PROCESS YOUR AFFECTED PERSONAL DATA, UNLESS WE ARE IN A POSITION TO PRESENT COMPELLING PROTECTION WORTHY GROUNDS FOR THE PROCESSING OF YOUR DATA, THAT OUTWEIGH YOUR INTERESTS, RIGHTS AND FREEDOMS OR IF THE PURPOSE OF THE PROCESSING IS THE CLAIMING, EXERCISING OR DEFENCE OF LEGAL ENTITLEMENTS (OBJECTION PURSUANT TO ART. 21 SECT. 1 GDPR). IF YOUR PERSONAL DATA IS BEING PROCESSED IN ORDER TO ENGAGE IN DIRECT ADVERTISING, YOU HAVE THE RIGHT TO AT ANY TIME OBJECT TO THE PROCESSING OF YOUR AFFECTED PERSONAL DATA FOR THE PURPOSES OF SUCH ADVERTISING. THIS ALSO APPLIES TO PROFILING TO THE EXTENT THAT IT IS AFFILIATED WITH SUCH DIRECT ADVERTISING. IF YOU OBJECT, YOUR PERSONAL DATA WILL SUBSEQUENTLY NO LONGER BE USED FOR DIRECT ADVERTISING PURPOSES (OBJECTION PURSUANT TO ART. 21 SECT. 2 GDPR).

Right to log a complaint with the competent supervisory agency

In the event of violations of the GDPR, data subjects are entitled to log a complaint with a supervisory agency, in particular in the member state where they usually maintain their domicile, place of work or at the place where the alleged violation occurred. The right to log a complaint is in effect regardless of any other administrative or court proceedings available as legal recourses.

Right to data portability

You have the right to demand that we hand over any data we automatically process on the basis of your consent or in order to fulfil a contract be handed over to you or a third party in a commonly used, machine readable format. If you should demand the direct transfer of the data to another controller, this will be done only if it is technically feasible.

SSL and/or TLS encryption

For security reasons and to protect the transmission of confidential content, all transmissions of personal data will be either via secured encryption protocol such as SSL or a TLS or via an encrypted file format. You can recognize an encrypted connection by checking whether the address line of the browser switches from “http://” to “https://” and also by the appearance of the lock icon in the browser line. If the SSL or TLS encryption is activated, data you transmit to us cannot be read by third parties.

Information about, rectification and eradication of data

Within the scope of the applicable statutory provisions, you have the right to at any time demand information about your archived personal data, their source and recipients as well as the purpose of the processing of your data. You may also have a right to have your data rectified or eradicated. If you have questions about this subject matter or any other questions about personal data, please do not hesitate to contact us at any time at the address provided in section “Information Required by Law.”

Right to demand processing restrictions

You have the right to demand the imposition of restrictions as far as the processing of your personal data is concerned. To do so, you may contact us at any time at the address provided in section “Information Required by Law.” The right to demand restriction of processing applies in the following cases:

In the event, that you should dispute the correctness of your data archived by us, we will usually need some time to verify this claim. During the time that this investigation is ongoing, you have the right to demand that we restrict the processing of your personal data. If the processing of your personal data was/is conducted in an unlawful manner, you have the option to demand the restriction of the processing of your data in lieu of demanding the eradication of this data.

If we do not need your personal data any longer and you need it to exercise, defend or claim legal entitlements, you have the right to demand the restriction of the processing of your personal data instead of its eradication.

If you have raised an objection pursuant to Art. 21 Sect. 1 GDPR, your rights and our rights will have to be weighed against each other. As long as it has not been determined whose interests prevail, you have the right to demand a restriction of the processing of your personal data.

If you have restricted the processing of your personal data, these data – with the exception of their archiving – may be processed only subject to your consent or to claim, exercise or defend legal entitlements or to protect the rights of other natural persons or legal entities or for important public interest reasons cited by the European Union or a member state of the EU.

6. Virtual platform and other event tool providers

Processing of data (customer and contract data)

We collect, process and use personal data only to the extent necessary for the establishment, content organization or change of the legal relationship (data inventory). These actions are taken on the basis of Art. 6 Sect. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual actions. We collect, process and use personal data for the purposes of administering the *Connecting Voices for Climate Action* conference and associated activities.

The collected customer data shall be eradicated upon completion of the order or the termination of the business relationship. This shall be without prejudice to any statutory retention mandates.

Data transfer upon participation in virtual events, closing of contracts for services and digital content

Virtual events tool used

If you participate in the *Connecting Voices for Climate Action* programme of events, some of your personal data may be processed by the virtual platform service provider Whova, Inc, 7310 Miramar Road, Suite 200, San Diego, CA 92126. e-mail: support@whova.com phone:+1 855-978-6578.

Without processing your data as a user, participation in the *Connecting Voices for Climate Action* programme of events is technically impossible. If you do not want your data processed by the University of Leeds or Whova, Inc, you must refrain from participating in any way.

Share of data with other third party providers for services and digital content

We share personal data with other third parties only if this is necessary in conjunction with the handling of the contract; for instance, with a third party for the purposes of providing event planning and technical support for the *Connecting Voices for Climate Action* programme of events. Processing of personal data with third parties is covered by a Data Processing Agreement according to Art. 28 Section 3 GDPR between the third party and the Data Controller.

Any further transfer of data shall not occur or shall only occur if you have expressly consented to the transfer. Any sharing of your data with third parties in the absence of your express consent, for instance for advertising purposes, shall not occur.

The basis for the processing of data is Art. 6 Sect. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or for pre-contractual actions.

7. Online-based Audio and Video Conferences (Conference tools)

Data processing

We use online conference tools, among other things, for communication with our customers. The tools we use are listed in detail below. If you communicate with us by video or audio conference using the Internet, your personal data will be collected and processed by the provider of the respective conference tool and by us. The conferencing tools collect all information that you provide/access to use the tools (email address and/or your phone number). Furthermore, the conference tools process the duration of the conference, start and end (time) of participation in the conference, number of participants and other "context information" related to the communication process (metadata).

Furthermore, the provider of the tool processes all the technical data required for the processing of the online communication. This includes, in particular, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or loudspeaker and the type of connection.

Should content be exchanged, uploaded or otherwise made available within the tool, it is also stored on the servers of the tool provider. Such content includes, but is not limited to, cloud recordings, chat/ instant messages, voicemail uploaded photos and videos, files, whiteboards and other information shared while using the service.

Please note that we do not have complete influence on the data processing procedures of the tools used. Our possibilities are largely determined by the corporate policy of the respective provider. Further information on data processing by the conference tools can be found in the data protection declarations of the tools used, and which we have listed below this text.

Purpose and legal bases

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 sentence 1 lit. b GDPR). Furthermore, the use of the tools serves to generally simplify and accelerate communication with us or our organisation (legitimate interest in the meaning of Art. 6 para. 1 lit. f GDPR). Insofar as consent has been requested, the tools in question will be used on the basis of this consent; the consent may be revoked at any time with effect from that date. In particular, events may be live-streamed via services such as YouTube and / or recorded and made available via a publicly accessible website.

Duration of storage

Data collected directly by us via the video and conference tools will be deleted from our systems immediately after you request us to delete it, revoke your consent to storage, or the reason for storing the data no longer applies. Stored cookies remain on your end device until you delete them. Mandatory legal retention periods remain unaffected. For the purposes of event recordings, deletion of data would be achieved by removing any sections in which you are personally identifiable such as appearing on screen via a video feed. We have no influence on the duration of storage of your data that is stored by the operators of

the conference tools for their own purposes and will be covered in their terms and conditions of use which you will need to agree to when signing up for a user account. For further details, please contact the operators of the conference tools directly.

We will only store personal data collected as part of this programme of events for the duration required to fulfil the purposes outlined in section 1. When those purposes have been fulfilled, then our locally held copies of your data (including those held with third parties involved in the conference administration and support) will be deleted unless informed consent has been received to use the data for other purposes (such as subscription to a mailing list).

Conference tools used

We employ the following conference tools:

Zoom

We use Zoom. The provider of this service is Zoom Communications Inc, San Jose, 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113. Zoom is certified according to the EU-US Privacy Shield. For details on data processing, please refer to Zoom's privacy policy:

<https://zoom.us/en-us/privacy.html>

Execution of a contract data processing agreement: We have entered into a contract data processing agreement with the provider of Zoom.

Whova

We use Whova as our virtual event platform. The provider is Whova, Inc, 7310 Miramar Road, Suite 200, San Diego, CA 92126. e-mail: support@whova.com phone:+1 855-978-6578. For details on data processing, please refer to the Whova privacy policy:

<https://whova.com/privacy/>

The Whova platform for this programme of events is operated by a third party with whom we have entered into a contract data processing agreement with and that covers the use of this platform

Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA98052-6399, USA. Microsoft Teams is certified according to the EU-US Privacy Shield. For details on data processing, please refer to the Microsoft Teams privacy policy:

<https://privacy.microsoft.com/en-us/privacystatement>

Execution of a contract data processing agreement: We have entered into a contract data processing agreement with the provider of Microsoft Teams.

8. Information Security with Transfers

In this Section, we provide information about the circumstances in which your personal data may be transferred to countries outside the European Economic Area (EEA). We do transfer personal information to third parties outside of the European Economic Area (EEA). We take steps to ensure that where your information is transferred outside of the EEA by our service providers and hosting providers, appropriate measures and controls are in place to protect information in accordance with applicable data protection laws and regulations. For example, we may share information with affiliates based outside the EEA for the purposes foreseen by this Privacy Policy. Our data protection policies are designed to protect data in accordance with EU data protection laws. In each case, such transfers are made in accordance with the requirements of Regulations (EU) 2016/679 (the General Data Protection Regulations or "GDPR") and may be based on the use of the European Commission's Standard Model Clauses or other appropriate methods to ensure an adequate level of data protection for transfers of personal data outside the EEA.

9. Amendments

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

As of March 2021