

Dear guardians,

Your child is interested in participating in the discussion event "**Policy-making for all: How governments can integrate young people's perspectives in decision making**". The discussion will focus on how the needs and concerns of young people between 12 and 27 years can be better considered in political decision making. Issues such as youth strategies, youth-specific regulatory impact assessment tools such as the "youth-check" or opportunities for the participation of young people will be discussed. For more information on the programme, visit event.jugend-check.de.

In order for your child to register and participate in the event, we need your agreement. Please read the following data protection notice and send us the signed **document (pages 8 to 9) as a scan by e-mail to info@jugend-check.de**. The signed document can also be sent by post to:

Competence Centre Youth-Check
Seydelstrasse 18
10117 Berlin

The reason for this process is that data of your child is collected in the registration process (e.g. name or e-mail address). Following data protection regulations, we need you to sign pages 8 and 9 (declaration of consent and agreement to the data protection information).

Once we have received your consent, we will send a link with which you can register for the discussion event to the e-mail address you provided.

Discussion event "Policy-making for all: How governments can integrate young people's perspectives in decision making".

Location: digital event platform, accessible via event.jugend-check.de (requires a device with internet connection, e.g. laptop).

Time: Tuesday, 5 December 2023, 2.00 - 3.30 p.m. (CET)

For a limited time, your child will have the opportunity to chat with other participants before and after the event in an open group chat: The chat is open for this purpose from 1:30 to 4:00 p.m.

Participants: national and international professionals, e.g. representing EU / OECD countries, (inter-) national professional organisations and interest groups of young people.

Contact

The team of the Competence Centre Youth-Check is available for your questions at info@jugend-check.de and during business hours (Mon-Fri from 10 am - 4 pm, CET) at +49 15204177028.

Technical support will also be available throughout the event.

Organization

The event will be organized by the Competence Centre Youth-Check (ComYC). The ComYC is a project of **the German Research Institute for Public Administration**. It receives funding by the **Federal Ministry for Family Affairs, Senior Citizens, Women and Youth**.

The Youth-Check is a regulatory impact assessment tool and helps to identify the impact of planned legislation on young people between 12 and 27 years. It contributes to a more youth-friendly legislation in Germany. You can find out more about the Youth-Check at www.jugend-check.de, www.jugend-check.de/english/ and on our youth-friendly website mein.jugend-check.de.

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Data protection notice for participation in the discussion event

This notice gives you an overview of how we process your child's personal data when your child registers for the discussion event. We inform you about which data we collect from your child and how we process it. We also inform you about your child's rights under applicable data protection law and provide information about who to contact if you have any questions.

1. Who is responsible for data processing?

The German Research Institute for Public Administration, work unit Competence Centre Youth Check, is responsible for processing personal data when participating in the discussion event. The contact details are:
German Research Institute for Public Administration
Work unit Competence Centre Youth-Check
Seydelstrasse 18
10117 Berlin
E-mail: info@jugend-check.de

2. Who can you contact with questions about data processing?

If you have any questions about the processing of your child's data, please contact our data protection officer Prof. Dr. Frank Tapella at any time. The contact details are:
German Research Institute for Public Administration
Data Protection Officer
Freiherr-vom-Stein-Str. 2
67346 Speyer
E-mail: tapella@tapella.eu

3. What data do we process from your child?

We process personal data when your child registers for and participates in the discussion event. Specifically, this may include the following data:

- Access data (user name, access code)
- Data that we need to prove that the user account has been set up properly (IP address and timestamp of the user account set up as well as date and time of the last login)
- Profile data (first name, last name, e-mail address, age, date of birth, number of login attempts and the last login, as well as any additional information your child voluntarily provided during registration). The data is not public.
- Chat history
- Photos of the event
- chat content

4. Service Provider

storytile GmbH

Gollierstraße 70, 80339 Munich

Website: <https://storytile.net>

Imprint: <https://storytile.net/impressum>

Server: Microsoft Ireland Operations Limited

Server location: EU West (near Amsterdam)

Other external services used

Mentimeter

Website: <https://www.mentimeter.com/contact>

During the event we may integrate surveys from the "Mentimeter" platform of the provider Mentimeter, Tulegatan 11, SE-113 86 Stockholm, Sweden.

Clevercast

Rambla BVBA

Jules Bilmeyerstraat 32

2600 Berchem

Belgium

Privacy and data processing agreement: www.clevercast.com/addendum-data-processing-agreement/

Streamyard

Website: streamyard.com/resources/docs/privacy/

Participants who wish to actively take part via the free seat on the panel will enter the virtual stage via the live stream software Streamyard.

Display of Facebook, YouTube and Instagram content in the live blog

We may integrate content from the above-mentioned social networks into the live blog using the so-called "2-click solution". Before content from the social networks is loaded, we point out that data may be transmitted to these providers by displaying the social media content.

5. Is there an obligation to provide the data?

The provision of your child's data is not required by law. However, some of the above data is required in order to set up a user account and to participate in the discussion event. Without providing the data required to set up a user account, your child won't be able to participate in the discussion event.

The communication of other data is voluntary. During the registration process, your child will be informed if the provision of data is required for the respective service or function. These are marked as mandatory fields. Failure to provide required data will result in the inability to provide the service or function.

6. Cookies

Both the event platform and the liveblog only use technically necessary cookies. Other external services that we use may use other cookies.

7. For what purposes do we process your child's data and on what legal basis?

7.1 User account

We set up a user account for your child after registration. To access the event, your child needs an access code. We will send this to the e-mail address you have provided. Your child's access code is used for identification and authentication when accessing the protected area on the website on which the discussion event is held. The legal basis for the described data processing is Art. 6 para. 1 lit. e GDPR (implementation of the event).

7.2 Participation in the discussion event

Your child's data (user account) is processed in order to provide the functionalities and services of the event portal and to enable them to participate in the discussion event. Your child can participate in the discussion event via the event portal. On this platform, your child has the possibility to use the chat function. In addition, your child can take part in the discussion and enter the podium with camera and sound on. Your child needs to activate webcam and microphone in order to display video and sound. Your child can deactivate or mute their camera and/or microphone at any time.

The legal basis for the described data processing is Art. 6 para. 1 lit. e GDPR (implementation of the event), Art. 6 para. 1 lit. f GDPR (balancing of interests, based on our interest to implement the discussion event and to be in contact with your child in this context) as well as Art. 6 para. 1 lit. a GDPR (consent to remain in contact with your child after the event on topics of the youth-check).

7.3 Photos of the event

During the discussion event, the ComYC will take photos for public relations and internal documentation purposes. As a participant, your child may be pictured in photographs intended for publication. This may implicate publications on the websites and social media channels (Facebook, Instagram) as well as in publications of the Competence Centre Youth-Check.

The legal basis for the processing is Art. 6 para. 1 lit. f GDPR (balancing of interests, based on the interest in informing third parties about the event and our work as part of our public relations work). **You have a right to object: If your child does not want to be photographed, please inform us in advance by e-mail to info@jugend-check.de.**

7.4 Purpose of the chat

During the event, your child can interact with other participants of the discussion event via an open group chat about the event. The chat is open from 1:30 to 4:00 p.m. (CET). The chat is monitored by the ComYC's team and moderated if necessary.

Participants can use the chat to submit questions to the podium. These questions may be addressed by the moderator.

The purpose of the chat is to offer participants a time-limited opportunity to exchange information about the contents of the event and to deepen their understanding of the contents outside of the fixed programme.

Here, event- and topic-related questions can be addressed that the participants did not have the opportunity to discuss in the official programme. The entries in the chat will be deleted after the event.

We advise against posting personal data (such as personal contact details, addresses, photos, etc.) or general political or ideological statements in the chat.

It is also possible that your child will post on social media channels with the event hashtag #policymakingforall. Posts tagged in this way can be included in the live blog of the event.

Insults, threats, sexist, racist, anti-semitic or other problematic statements will be deleted and the authors will be excluded from further participation in the event.

8. Who has access to your child's data and for what reason?

Within the German Research Institute of Public Administration, only persons concerned with the organisation of the event will have access to your child's data. Outside of the German Research Institute of Public Administration, service providers may have access to your child's data in order to support us in the fulfilment of the event. We use service providers in the following categories:

- Hosting service provider for the operation of our servers
- Development service provider for programming, development, maintenance and support of software applications
- Service provider for the provision of a video conferencing platform (transmission and recording of the speakers' and participants' contributions in image and sound)
- E-mail dispatch service provider for sending e-mails in connection with participation in the discussion event

We only use service providers that must comply with special confidentiality requirements. Access to your child's data will only be provided to the extent and for the period of time necessary for the performance of the assigned tasks.

We use the following service provider as a contractor:

storytile GmbH

Gollierstraße 70, 80339 Munich

Website: <https://storytile.net>

Imprint: <https://storytile.net/impressum>

Server: Microsoft Ireland Operations Limited

Server location: EU West (near Amsterdam)

In case of a suspected criminal offence, we may pass on your child's data to law enforcement authorities (police, public prosecutor's office).

9. Is data processed outside the European Union?

We use service providers located in third countries outside the European Union to process your child's data. Countries outside the European Union handle the protection of personal data differently than countries within the European Union. There is currently no decision by the EU Commission that third countries generally offer an adequate level of data protection.

10. How long will the data be stored?

We only store your child's data for as long as we need it for the respective processing purposes. If the data is no longer required for the fulfilment of the processing purposes stated in this data protection information, it will be deleted unless its retention is still necessary for the fulfilment of legal retention obligations. Generally, we delete the data as follows:

- Access data for the user account as well as data required to prove that the user account has been set up properly: after the end of the discussion event
- Profile data in the user account: 6 months after the end of the discussion event, unless you have agreed that we may continue to stay in contact with your child after the event in order to provide information to him or her about future activities of the Competence Centre Youth-Check (in this case, we store the contact data until you withdraw your consent).
- The chat contents are automatically deleted after the end of the event. However, they can be saved by the Competence Centre Youth-Check for internal evaluation and quoted in publications if necessary. The saved contents will be deleted after completion of the evaluation, but at the latest after 6 months.
- Photos of the event, which may include your child, will still be available on the internet after the event has finished.

11. What rights do you have?

11.1 Information

You can request information about your child's personal data processed by us. To do so, please contact the office mentioned under no. 1 or the data protection officer mentioned under no. 2.

11.2 Correction

If your child's details are not (or no longer) correct, you can request that the data be corrected. If your child's data is incomplete, you can request that it be completed. To do so, please contact the office mentioned under no. 1 or the data protection officer mentioned under no. 2.

11.3 Deletion

In accordance with the legal requirements, you have the right to request the deletion of your child's data. To do so, please contact the office mentioned under No. 1 or the data protection officer mentioned under No. 2.

11.4 Restriction of processing

In accordance with the legal requirements, you have the right to request the restriction of the processing of your child's data. To do so, please contact the office mentioned under No. 1 or the data protection officer mentioned under No. 2.

11.5 Objection

You have the right to object to the processing of your child's data on grounds relating to your particular situation. In the event of a justified objection, we will no longer process your child's data. To do so, please contact the office mentioned under No. 1 or the data protection officer mentioned under No. 2.

11.6 Right of appeal

You have the right to lodge a complaint with a data protection supervisory authority if you do not agree with the processing of your child's data. This is:

The State Commissioner for Data Protection and Freedom of Information of Rhineland-Palatinate

Hintere Bleiche 34

55116 Mainz

Phone: +49 (0) 6131 208-2449

E-mail: poststelle@datenschutz.rlp.de

11.7 Data portability

Subject to the requirements of the law, you have the right to receive personal data that your child has provided to us in an electronic format.

11.8 Revocation of consent

You have the right to withdraw consent to the processing of your child's data that you have given to us at any time. The easiest way to revoke your consent is to send an e-mail to info@jugend-check.de. The withdrawal of consent does not affect the lawfulness of the processing of your child's data carried out until the withdrawal.

Note: Please sign and send this page and the following page (p.8 and p.9) as a scan to info@jugend-check.de or by post to the Competence Centre Youth-Check.

Declaration of consent

The purpose of the discussion event "Policy-making for all: How governments can integrate young people's perspectives in decision making" is to discuss how the needs and concerns of young people between 12 and 27 years can be better taken into account in political decisions. The event provides the opportunity to discuss these topics with the expert community, representatives from youth organisations as well the representatives of the public and political sector. To achieve this goal, we document the results of the event, publish them on the ComYC website and use them for the ComYC's public relations work.

It is possible that your child may express political opinions and ideological convictions during the event. You explicitly consent to this with your signature.

You also explicitly agree that the results of the event can be used in the context of the ComYC's public relations work (e.g. in a news report on the website). These results may also include your child's comments, which, however, will never be mentioned in a personal manner (e.g. connected to your child's name). You further give consent to the ComYC to take photographs in connection with the event and to publish them as part of its public relations work on the website, on social media channels or in publications (print and online). However, your child can remain anonymous to other users by turning off the camera and using a nickname. When using the event platform for the first time, we ask participants to provide a name - but it explicitly does not have to be their real name.

We advise against publishing personal data during the event. With your signature you confirm that you are informed that your child might publish personal data in the chat or livestream during the discussion event against our advice.

During the event, participants will have the opportunity to join the discussion via video and discuss with the experts present. With your signature, you explicitly agree that your child can participate and, if desired, join the discussion via video.

E-mail address to complete the registration

With your signature, you permit us to send your child an e-mail for the purpose of registration for the discussion event "Policy-making for all: How governments can integrate young people's perspectives in decision making?". Please indicate the e-mail address to which you would like the registration link to be sent. If you do not provide an e-mail address, we will use the e-mail address from which this consent form was sent to us. If you send us the consent form by post, please be sure to include an e-mail address.

Name of your child:

E-mail address for further communication with your child:

By signing, you agree to all points of the consent form for your child's participation in the discussion event "Policy-making for all: How governments can integrate young people's perspectives in decision-making" and confirm that you have read and also agree to the data protection notice. You can withdraw your consent or parts thereof at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until revocation.

Place, date **Signature**

Optional: Consent to be contacted by the ComYC after the discussion event:

With your signature you agree that we can use your child's data after the discussion event "Policy-making for all: How governments can integrate young people's perspectives in decision making", to inform your child about further events or publications of the Competence Centre Youth-Check. Your child can participate in the event without this consent.

Place, date **Signature**
