

HEADQUARTER:

*Wandlitzstraße 10,
10318 - Berlin, Germany*

EXECUTIVE OFFICES:

*Neuchâtel, Switzerland,
Chemin des Jonchères
13, Bevaix - CH-2022
Istanbul, Turkey, Yazarlar
Sok. No:16 Esentepe
Mah. Şişli, 34394
Contact: [info@epa-
unepsa.org](mailto:info@epa-
unepsa.org)*

DATA PROTECTION POLICY

OF THE EUROPEAN PAEDIATRIC ASSOCIATION UNION OF NATIONAL EUROPEAN PAEDIATRIC SOCIETIES AND ASSOCIATIONS

Policy brief & purpose

The **Data Protection Policy** of EPA-UNEPSA refers to our commitment to treat information of members, employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (member societies, partners, directors, employees, member candidates, customers, suppliers etc.) who provide any amount of information to us.

Who is covered under the Data Protection Policy?

All directors and employees of our society and its related offices and branches must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy elements

As part of our operations, educational and research activities, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

Our society collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the society within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time and if stored for long or indefinite time a specific statement will be issued that obliges EPA-UNEPSA to protect such data.
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the society has direct obligations towards people to whom the data belongs. Specifically we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases

Actions

To exercise data protection we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Our data protection provisions will appear on our website.

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

EPA/UNEPSA, Berlin, Germany

E-MAIL: info@epa-une psa.org