

PRIVACY AND GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

Last update: 20260409

Approved by Supervisory Board: 20260430

1. About Us

<https://youthforroadsafety.org/> and <https://claimingourspace.org/>, along with their associated digital platforms, are sites operated by YOURS: Youth for Road Safety (“We”).

We are committed to protecting the privacy, security, and rights of all individuals whose data we collect, including young people, parents/guardians, staff, volunteers, donors, and partner organisations, in accordance with applicable data protection legislation. YOURS acts as the Data Controller for all personal data processed in connection with our programmes, events, research, partnerships, and digital platforms.

- Organisation: Stichting Youth for Road Safety (YOURS)
- Legal form: Association
- Location: Multatulilaan 12, 4103 NM, Culemborg, Netherlands
- Contact for privacy matters: info@youthforroadsafety.org

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We do not rely on your use of this website as a form of consent to process your personal data. Where we require your consent to process personal data – for example, to send you newsletters or marketing communications – we will ask for it explicitly through a clear and affirmative action (such as ticking an unchecked box or clicking a clearly labelled consent button). You may withdraw your consent at any time, as described in Section 5 of this policy. For information about how we use cookies and similar tracking technologies, please refer to our Cookie Policy / Cookie Banner.

2. Data collection type

We collect personal data as defined by applicable data protection legislation (‘personal information’). YOURS surveys align with the philosophy to collect the minimum necessary information from individuals; some or all of the following fields:

- Given name
- Surname
- Email address
- Gender (Collected solely for diversity monitoring and reporting purposes. This data is processed in aggregate, anonymised form and is not used to identify or profile individual users)
- Age group
- Country
- Postal address
- Telephone number(s)
- Records of your correspondence and engagement with us

- Photographs, video or audio recordings
- Occupation
- Biographical information
- Other information you share with us

3. Reasons for collecting your data

We collect personal data for many reasons, including administration, sending you information you have requested, and sharing news updates. Depending on how you interact with us, we may process data for the following reasons:

1. to communicate with you regarding your receipt of news
2. to communicate with you regarding YOURS' work
3. to provide you with information about and to administer events, live sessions and webinars.
4. to provide you with more information about the campaigns/actions you have registered for
5. for our own internal administrative purposes, and to keep a record of your relationship with us
6. to manage your communication preferences
7. to conduct surveys, research, and gather feedback
8. to obtain information to improve YOURS' services and user experiences
9. to carry out research to find out more information about our supporters' and prospective supporters' backgrounds and interests
10. to comply with applicable laws and regulations, and requests from statutory agencies, especially around GDPR.

4. Collection methods

This information may be collected via:

1. any paper forms you complete
2. telephone conversations, emails, or face-to-face interactions
3. digital forms completed via our website, social media, or online surveys, and any other kind of digital communications directed to members of the YOURS team.
4. publicly available sources

5. Personal data usage

We use a range of channels to keep in touch with our members and other interested parties – including our websites, social media channels, email, community engagement platforms and telephone.

We will obtain your consent to contact you by email to update you on our latest news and general activity. We will also obtain consent from all new supporters (who sign up after 25 May 2018) to send them information about YOURS' work.

We will never share or sell your personal data to a third-party organisation for its marketing, fundraising or campaigning purposes. When sharing your data, you authorise YOURS to use your information for different programmes managed by the organisation.

You can withdraw your consent, unsubscribe from or update your communication preferences at any point using the details in the 'unsubscribe' button on any email correspondence.

Any electronic communications, such as emails, will have a link to unsubscribe from future electronic communications so that you can manage your own communication preferences.

If you tell us you do not wish to receive marketing communications, you may still receive transactional and service-based communications confirming and servicing other relationships you have with us (as described below).

6. Professional contacts

We may collect data about professional contacts and partners with whom we work. Personal data collected in this way will be processed in accordance with data protection legislation and this policy.

We may share information and updates with our professional partners (primarily by email). Such contacts can opt out of receiving this information at any time.

7. Our legal basis for processing personal data

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). Four of these are relevant to the types of processing that we carry out. This includes information that is processed based on:

1. a person's consent (for example, to send you news updates by email)
2. a contractual relationship (for example, to provide you with goods or services that you have purchased from us)
3. YOURS' legitimate interests (please see below for more information)

Personal data may be legally collected and used if it is necessary for a legitimate interest of the organisation using the data, if its use is fair and does not adversely impact the rights of the individual concerned.

When we use your personal information, we will always consider whether it is fair and balanced and within your reasonable expectations. We will balance your rights and our legitimate interests to ensure that we use your personal information in ways that are not unduly intrusive or unfair. For example, administration and operational management: including responding to solicited enquiries, providing information, research, event management, the administration of employment, and recruitment requirements

If you would like more information on our uses of legitimate interests, or to change our use of your personal data in this manner, please get in touch with us using the details in the 'Contact us' section.

8. Security of your personal data

We use appropriate technical and organisational measures and precautions to protect your personal data and prevent its loss, misuse or alteration.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website. Once we have received your information, we will implement strict procedures and security measures to prevent unauthorised access.

We encourage you to review the privacy statements of websites you choose to link to from the YOURS website, so that you can understand how those sites collect, use and share your information. We are not responsible for the privacy statements, security, or other content on sites outside of the website.

9. Retention of your data. Retention refers to the period during which we store personal data in a form that allows it to be identified. Under the GDPR, personal data may be retained only for as long as necessary to fulfil the specific purpose for which it was collected, unless a longer retention period is required by law. Once the retention period expires, we delete or anonymise the data so that individuals cannot be identified.

Retention Schedule by Information Category

1. Financial Information: To comply with statutory obligations, financial audits, and legal record-keeping requirements, YOURS will keep financial information, including invoices, receipts, accounting records, payroll information, tax documentation, and financial statements.

Retention period: 5 years, according to Dutch accounting regulations.

2. Operational Information: With the purpose of Contract management, dispute resolution, operational continuity, and compliance with legal obligations, YOURS will retain internal policies, procedures, contracts, correspondence, project documentation, and administrative records.

Retention period: 7 years after the end of the operational purpose or contract term.

3. Grant and Funding Information: To comply with grant conditions, audits, reporting obligations, and verification of project outcomes, YOURS will retain grant applications, funding agreements, project reports, financial evidence, and monitoring documentation.

Retention period: 15 years after the end of the funded project or grant cycle, unless the funder specifies a longer period.

4. Personal Data of Subscribers and Community Participants

- **Active subscribers:** Keep data **indefinitely** as long as consent is valid and YOURS continue sending what you signed up for.
- **Unsubscribed users:** YOURS will only retain the email address in a suppression list **indefinitely** to ensure we don't email you again.
- **Inactive subscribers:** Inactive subscribers are individuals who have not opened, clicked, or otherwise engaged with our communications for **24 months**. To ensure data is not kept longer than necessary, we apply an inactivity threshold. Before deletion, we may send a re-permission email asking whether the subscriber wishes to remain on the list. If no response is received, the data is deleted or anonymised.

- **Community members:** Keep data while they are members (15-35 years old). After that age range, we will either transfer it to the active subscribers list if they have opted in or delete it **12 months after departure**.

Once the retention period has expired, the information will be confidentially disposed of or permanently deleted.

10. Your rights

You have a right to ask us to confirm whether we are processing information about you, and to request access to this information ('right of access'). To request this access, please contact the administrator at info@youthforroadsafety.org

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate or complete information which is incomplete ('right to rectification').

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided us with changes, for example, if you change your email address, name, or payment details, please let us know using the contact details at the end of this policy.

You have the right to obtain your personal data from us and reuse it for your own purposes, perhaps for another service, without hindering its usability ('right of portability'). This right does not apply where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

You have a right to seek the erasure of your data (often referred to as the 'right to be forgotten'). You may wish to exercise this right for any reason, for example, where it is no longer necessary for us to continue holding or processing your personal data, you may withdraw your consent. You should note that we are entitled to and reserve the right to retain your data for statistical purposes. This right is not absolute, as we may need to continue processing this information, for example, to comply with our legal obligations, or for reasons of public interest.

You have a right to ask us to restrict our processing of your information ('right to restriction') if:

- You contest its accuracy, and we need to verify whether it is accurate
- The processing is unlawful, and you ask us to restrict use of it instead of erasing it
- We no longer need the information for processing, but you need it to establish or defend legal claims
- You have objected to the processing of your information being necessary for the performance of a task carried out in the public interest, or for our legitimate interests. The restriction would apply while we balance your rights against our legitimate interests.
- If you exercise your right to restrict processing, we would still need to process your information for the purpose of exercising or defending legal claims, protecting the rights of another person or for public interest reasons.

You have the right to prevent us from processing your data for marketing purposes.

If you would like to exercise any of your rights above, please let us know using the contact details at the end of this policy. We will act in accordance with your instructions as soon as reasonably possible, and there will be no charge.

11. Complaints

If you have any complaints about how we have used your data, please get in touch with us using the details in the 'Contact us' section below. We would be happy to help and discuss your concerns.

12. Contact Us

If you have any questions about this policy, would like more information, or want to exercise any of the rights set out in section 13 above, you can get in touch with us in the following ways:

1. Email: info@youthforroadsafety.org
2. In writing to YOURS: Youth for Road Safety, c/o Multatulilaan 12, 4103 NM, Culemborg, Netherlands.