



INFORMATION ACCORDING TO ART. 13 AND 14 OF THE Regulation (EU) 2016/679 (GDPR) AND AUTHORIZATION FOR THE SHOOTING AND PUBLICATION OF VIDEOS AND PHOTOS AND FOR THE PUBLICATION OF OWN IMAGES IN THE CONTEXT OF THE “LOOP- LIVING OPPORTUNITIES FOR OUR PLANET” PROJECT

The LOOP project (Living Opportunities for Our Planet - Grant Agreement no: 2019-1-CY01-KA201-058436) (“**LOOP project**”), intended for high school students, was developed in the framework of the European Erasmus + Programme promoted by the European Commission and which concerns education in the field of sustainable development and circular economy.

A’ Technical and Vocational School of Education and Training Lemosos_ 149 Leontiou street - 3022 Limassol, Cyprus – is the Coordinator of LOOP, whose scientific partners are the FONDAZIONE ENI ENRICO MATTEI – Corso Magenta 63 – 20123 Milano, Italy – and SVEUCILISTE U ZAGREBU – Trg Republike Hrvatske 14 000 – 10000 Zagreb, Croatia – and also, as a technological partner, CIVICAMENTE SRL – via Foscolo, 10 – 25080, Padenghe sul Garda, Italy - and involves Italian, Croatian and Cypriot schools.

The Participant:

Name Surname
 Born in (city) Province/Region/Country
 Date of birth Resident in.....
 Province/Region. Full Address
 Social Security Number/Personal Identification Number

In the case of underage Participants (*): parents / holders of parental responsibility / guardian / legal representative:

Name Surname
 Born in (city) Province/Region/Country
 Date of birth Resident in.....
 Province/Region. Full Address
 Social Security Number/Personal Identification Number

Name Surname
 Born in (city) Province/Region/Country
 Date of birth Resident in.....
 Province/Region. Full Address
 Social Security Number/Personal Identification Number

() in the case of underage, the authorization to process personal data and to use Images is to be provided by both parents / subjects exercising parental responsibility / legal guardian*

The European Commission’s support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

A' Technical and Vocational School of Education and Training Lemesos 149 Leontiou street - 3022 Limassol, Cyprus, e-mail: tech-scholi-lem@schools.ac.cy - as Data Controller - informs you about the processing of your data in the context of your participation in the LOOP- Living Opportunities for Our Planet Project.

1) Categories of personal data processed

- Personal data and institution /school of origin as well as contact details, also electronic (hereinafter, the “Information”)
- images, sounds, testimonies and statements acquired by taking of photographs, shooting videos and in general audio-visual materials (hereinafter, the “Images”) (the Information and the Images also indicated, collectively, as “Personal Data”)
- personal data of the persons exercising parental authority over the underage Participants.

2) Purposes and legal bases of data processing, mandatory release of Personal Data and consequences

The Personal Data of the participants, also underage, of the LOOP Project (the “Participants”) already collected and that will be collected, directly or through authorized third parties, in the various phases of the LOOP Project, will be processed by the Data Controller electronically and also through elaboration - partial or total – aimed at creating other communication materials, also in combination with already available contents, for the following purposes:

- a) **managing** participation in the LOOP Project
- b) **implementing** the various phases of the LOOP Project
- c) **documenting** the various phases of the LOOP Project through the publication, made by the partners of the LOOP Project (indicated in the following paragraph 4, letter b), the dissemination, reproduction, exposure, communication, use (both concomitant and subsequent to the filming) of the Images, also after their elaboration and adaptation, through the dedicated digital platform and other digital and non-digital media.

For the indicated purposes, your personal data are processed, respectively, on the base:

- a) & b): of the expression of the will of the Participant, or of the relevant parental responsibility holder, to participate in the LOOP Project
- c) upon authorization of the Participant, or of the relevant holder of parental responsibility, specifically issued for himself or on behalf of the underage.

The release of all Personal Data is necessary for the participation of the Participants to the LOOP Project; in particular, the described documenting activities of its various phases are an integral part of the development of the LOOP Project, and as such it is not separable from the relative

participation. Therefore, the release of the authorization - required by law as a pre-condition for the use of the portrait - cannot be denied without compromising the participation in the LOOP Project.

The personal data of the persons exercising parental authority over the underage will be processed within the limits of what is necessary to allow the underage's participation to the LOOP Project. All the requested data will be processed also for administrative purposes and to comply with the law, regulation and community legislation.

3) Source from which personal data originate

Data are collected from the individual concerned or from the Project Partners.

4) Recipients /categories of recipients of Personal Data

For the purposes indicated above, the Data Controller communicates some data:

- a) to those authorized to process data of the Data Controller (employees and collaborators assigned to the organization and management of the LOOP Project, of the related audio / video filming and subsequent publication);
- b) to the partner bodies of the LOOP Project:
 - FONDAZIONE ENI ENRICO MATTEI, Italy
 - CIVICAMENTE S.R.L., Italy
 - LICEO SCIENTIFICO E LINGUISTICO E. VITTORINI OF GELA, Italy
 - GYMNASIO OMODOUS, Cyprus
 - SVEUCILISTE U ZAGREBU, Croatia
 - V. GIMNAZIJA OF ZAGREB, Croatia
(hereinafter, the "Project Partners")
- c) to Participants (teachers, students and tutors of the Educational Institutes Project Partners)
- d) to other companies and professionals involved in the business process, such as: law firms, consultants and professionals appointed for the proper execution of obligations arising from the LOOP Project or to assert rights, interests, claims arising from participation in the LOOP Project, companies that carry out the maintenance and management of information systems, companies participating in the organization of the LOOP Project, of the related audio / video shooting, of the subsequent editing and dissemination, of the management and maintenance of the dedicated digital platform, of the mailing services;
- e) also as a result of inspections and audits, to auditors, auditing firms, entities involved in the management of EU funds - including: European Commission, The Foundation for the Management of European Lifelong Learning Programmes in Cyprus, (National Agency) Court of Auditors - and in general State Administrations, Public and Private Bodies;
- f) to subjects who can access processed personal data under legal provisions or secondary or community legislation.

The subjects indicated above operate as independent data controllers, unless they have been designated as Data Processor or have been authorized to the data processing.

Only the categories of recipients are indicated because they are subject to frequent updates and revisions. Hence, You are entitled to request the updated list of the recipients by contacting the Data Controller at the email address indicated above.

The Data Controller guarantees the greatest possible attention to the fact that the communication of processed personal data to the above-mentioned recipients concerns exclusively those data necessary to achieving the specific aims for which they are collected.

Personal data will be temporarily stored in the databases of the Data controller. Those authorised to process data, will be provided with specific instructions concerning the procedures and purpose of data processing.

5) Personal data conservation period

All the personal and administrative data collected (concerning adults, underage as well as the persons exercising parental authority over the underage) will be stored during the whole duration of the LOOP Project and for six years after its official end, so that the relevant authorities for the management of European Funds will be able to release the relative grant and start the audits and checks that will be deemed necessary.

Should a check or a consequent dispute be initiated, the time limit for the data conservation will be extended until the activities connected to the check or dispute will be concluded.

6) Rights of the persons concerned

The Participants and those persons exercising parental authority over the underage Participants have the right to lodge a complaint according to art. 77 of the GDPR, to the national Supervisory body of the EU Member State where they reside, work or where the rights violation has taken place; in case the State will be Cyprus, the relevant authority is the Office of the Commissioner for Personal Data Protection.

To exercise one's rights, it is possible to address the Data Controller through the contact details provided above.

The Participants and those persons exercising parental authority over the underage Participants can, at any time and free of charge, exercise, should the circumstances be appropriate, the following rights towards the Data Controller:

Access rights: It allows to obtain the confirmation, from the data controller, on whether data processing activities are being carried out and, in this case, obtain access to their own personal data.

Amendment rights: it allows to obtain the amendment/integration of their own incorrect/incomplete personal data.

Cancellation rights: it allows to obtain, for those cases established by the law, the cancellation of their own personal data.

Processing limitation rights: it allows to obtain, for those cases established by the law, the limitation (that is the labelling of the stored personal data with the aim of limiting their processing in the future) of the processing of their own personal data.

Data portability rights: it allows to receive, or send to a different Data Controller, the personal data, for those cases established by the law and exclusively in relation to the data directly provided to the Data Controller, in a format that will be structured, of common use and readable from an automatic device.

Opposition rights: it allows to oppose oneself, for those cases established by the law, to the processing of its own personal data.

I AUTHORISE:

- A' Technical and Vocational School Of Education and Training Lemesos, the Project Partners and the Participants:
to portray me/the underage I represent, through photographs, footage and in general through audio-visual material, on the occasion and in the context of my/the underage I represent participation to the LOOP Project Activities;
- A' Technical and Vocational School Of Education and Training Lemesos and the Project Partners:
to use the Images, also after their elaboration and adaptation, for the publication, reproduction, exposure, communication, dissemination and making available to the public - through the dedicated digital platform as well as other tools and digital and non-digital supports, also as an extract (e.g. trailers, audio fragments) - for institutional utilisation and with the purpose of documenting and communicating the LOOP Project (thereafter "Publication"). The Publication may also be done alongside images of other subjects, as well as in combination with brands, distinctive features and slogans, songs, music, acronyms chosen by A' Technical and Vocational School Of Education and Training Lemesos and the Project Partners; in relation to this, I declare, henceforth, that I approve the context and the setting, real or fictional, in which the Images will be included and all the elements, related to myself and/or the underage I represent, as long as it will not be detrimental of the dignity, personal and professional prestige and image of myself/the underage I represent.

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I GIVE:

to A' Technical and Vocational School Of Education and Training Lemesos and the Project Partners the exclusive right to exploit, in the limits of the Publication, the photographs, the video material and all other material reproducing the Images related to myself and/or the underage I represent and I expressly renounce to any related, current and future, direct and indirect, economic and/or financial claim.

I DECLARE:

that I have received from A' Technical and Vocational School Of Education and Training Lemesos the information document concerning the personal data processing, including the Images, and that the present authorisation concerns also the relative processing according to the information document received.

[Place], [date] _____

The adult Participant

Signature _____

In case of underage, both parents/ all those holding legal representation of the underage

Signature _____

Signature _____