

Information and Consent form, Copyright Clearance (ECF)

This explains how The European Cultural Foundation will store and use your personal information. We collect personal information about the participants of our programmes. In some cases, third-party organisations who are supporting us might have access to your personal data too via email communication, such as your name or email address. We will only use personal information for the purposes below.

We will be holding the following information of yours:

- Your name, postal address and email address;
- Your application form
- Your responses to meetings, online communications and live meetings which will be generated over the course of the programme;
- Your bank details, if we are funding your challenge work;
- Information about your safeguarding or accessibility needs;
- Evaluation data that we may ask from you.

We will use this information for the following purposes:

- To provide you with the information you need to take part
- To follow up with you afterwards, for example, to provide you with any reporting publication/s from the programme;
- To connect you with programme partners and other participants of the programme;
- To reimburse you for any travel expenses to our in-person (live) meeting;
- To explain the demographics of the programme (such as the different languages spoken by participants and countries of origin).
- Statements you want to make about the value of taking part in this project or views you share on what worked well or did not work well might be shared, anonymously, in the report, social media or other outputs such as blog posts.
- Where we need to protect you or someone else's interests (such as a medical emergency or immediate harm to yourself, others or a minor).

Copyright Clearance:

- By signing this consent form you declare to give ECF a full copyright clearance and rights to use photographs and videos you provide throughout the programme;
- By signing this consent form you declare to give ECF full rights to use photographs and videos created throughout the programme (from live as well as online meetings and sessions).

Data security

We have put in place measures to keep your data secure. We have created separate password-protected files in our shared drive so that your personal data is only accessible to a small group of people at the European Cultural Foundation.

By signing this form you give us your consent to process this information

We will store your information securely and we will not share it with anyone else. We will keep your information until the end of 2025 - then it will be deleted unless we have explicit consent from you to

keep it for future activities. We will need to keep any financial information (i.e. your bank account and payments we have made to you) for 7 years, for audit purposes.

If you have any questions about the collection, storage or use of your data, you can contact a member of the Europe Challenge team at: theeuropechallenge@culturalfoundation.eu.

Please confirm whether you agree with the data protection policy and code of conduct outlined above.

Library representative:

Name:

Signature:

Community representative:

Name:

Signature:
