

# BIO4Africa Privacy Policy

LAST UPDATE: 31/5/2022

## 1. Who we are:

We are BIO4AFRICA, a project funded by the European Union under the Horizon 2020 Framework Programme for Research and Innovation (GA Number 101000762). More information on our project activities, concept, and objectives can be found on the project website (<https://www.bio4africa.eu>).

All partners in the BIO4AFRICA consortium adhere to sound data management principles in order to ensure that the meaningful data collected, processed, and/or generated throughout the duration of the project are well-managed, archived and preserved, in line with the GDPR provisions and Guidelines on Data Management in Horizon 2020.

## 2. How we collect your personal data

We collect your personal data both directly and indirectly:

**Directly:** We obtain personal data directly from individuals in a variety of ways, including but not limited to the following cases:

- an individual subscribes to our newsletter/s;
- an individual registers to attend meetings and events we host and then participates in such events;
- we establish cooperative relationships with an individual;
- we provide professional services pursuant to our contract with the European Commission;
- an individual participates in interviews or surveys organised by us.

**Indirectly:** We obtain personal data indirectly about individuals from a variety of sources, including:

- our research partners;
- our networks and contacts;
- public and open data sources such as public registers, news articles and internet searches;
- social and professional networking sites (e.g. LinkedIn).

## 3. What types of data do we collect?

We only collect data necessary for the smooth implementation of our project. These data fall into the following categories:

- **contact details** (name/surname, e-mail address, street address, mobile phone number, landline phone number);
- **professional information** (job title, organisation, field of expertise);
- **demographics** (e.g. age, gender, nationality);
- **information about what a person knows or believes;**
- **videos and photos** (e.g. from people who attend our events).

#### 4. Bases of lawful processing

We process personal data on the following legal bases:

**Legal obligations** – for processing activities required for compliance both with applicable national and European legislation as well as with the specific legal and regulatory framework of the Horizon 2020 Framework Programme for Research and Innovation of the European Union.

**Consent** – for processing activities such as the organisation of surveys and interviews, completing of questionnaires and dissemination of project results.

**Contractual obligations** – for processing activities such as reporting to the European Commission and complying with the project's publicity obligations.

#### 5. What we do with your personal data

We process your personal data with the purpose of:

- Conducting research (e.g. interviews, surveys);
- Disseminating our project's results to stakeholders;
- Sending invitations and providing access to guests who attend our events and webinars;
- Administering, maintaining, and ensuring the security of our information systems, applications and websites;
- Processing online requests or queries, including responding to communications from individuals;
- Complying with contractual, legal and regulatory obligations.

#### 6. How we secure your personal data when we process it

We continuously apply a personal data risk assessment process to identify, analyse and evaluate the security risks that may threaten your personal data. Based on the results of this risk assessment, we define and apply a set of technical and organisational measures to mitigate the above security risks, including but not limited to:

- Data protection policies to guide our personnel when processing your data;
- Written contracts with organisations that process personal data on our behalf;
- Non-disclosure agreements with our personnel;
- Back-up process, anti-malware protection, access control mechanisms, etc.
- Some partners have appointed a data protection officer.

#### 7. Do we share personal data with third parties?

We may occasionally share personal data with trusted third parties to help us deliver efficient and quality services. When we do so, we ensure that recipients are contractually bound to safeguard the data we entrust to them before we share the data. We may engage with several or all the following categories of recipients:

- Parties that support us as we provide our services (e.g., cloud-based software services such as Dropbox, Microsoft Sharepoint, Google);
- Our professional advisers, including lawyers, auditors and insurers;
- Dissemination services providers (e.g., MailChimp);

- Law enforcement or other government and regulatory agencies or other third parties as required by, and in accordance, with applicable law or regulation;
- The European Commission according to our relevant contractual obligations.

## 8. Do we transfer your personal data outside the European Economic Area?

We may use cloud and/or marketing services from reputable providers such as SharePoint, DropBox, MailChimp, Google, etc., situated both inside and outside the EEA. We always check that such providers comply with the relevant GDPR requirements before we start using their services.

## 9. Your rights

You have the following rights regarding our processing of your personal data:

- **Right to withdraw consent** – You can withdraw consent that you have previously given to one or more specified purposes to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- **Right of access** – You can ask us to verify whether we are processing personal data about you and, if so, to have access to a copy of such data.
- **Right to rectification and erasure** – You can ask us to correct our records if you believe they contain incorrect or incomplete information about you or ask us to erase your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected.
- **Right to restriction of processing** – You can ask us to temporarily restrict our processing of your personal data if you contest the accuracy of your personal data, prefer to restrict its use rather than having us erase it, or need us to preserve it for you to establish, exercise or defend a legal claim. A temporary restriction may apply while verifying whether we have overriding legitimate grounds to process it. You can ask us to inform you before we lift that temporary processing restriction.
- **Right to data portability** – In some circumstances, where you have provided personal data to us, you can ask us to transmit that personal data (in a structured, commonly used and machine-readable format) directly to another entity.
- **Right to object** – You can object to our use of your personal data for direct marketing purposes, including profiling or where processing has taken the form of automated decision-making. However, we may need to keep some minimal information (e.g. e-mail address) to comply with your request to cease marketing to you.
- **Right to make a complaint to your local data protection authority (DPA)** (see [https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)) regarding any concerns you may have about our data handling practices.

To ask us to do anything of the above, contact Knud Tybirk by email: [kt@foodbiocluster.dk](mailto:kt@foodbiocluster.dk). We will promptly examine your request against the relevant requirements of the laws and regulations governing privacy and personal data protection and we will answer at latest 30 days after receiving your request. We will ask you for some kind of identification (e.g. photocopy of your identity card or passport) to avoid unauthorised sharing of your personal data. If, due to the complexity of the request or a multitude of requests, we are

unable to respond promptly, we will notify you within 30 days of any delay, which may under no circumstances exceed two months from the expiration of the 30-day deadline.

### **10. How long do we retain personal data?**

We retain personal data to provide our services, stay in contact with you and to comply with applicable laws, regulations and contractual obligations to which we are subject. Please note that we have an obligation to retain data concerning projects funded by the Horizon 2020 Framework Programme for Research and Innovation of the European Union for up to five years after the end of the project (unless further retention is requested by auditors). After the expiry of the retention period, and unless further legitimate grounds for retention arise, we will dispose of personal data in a secure manner.

### **11. Children**

We do not knowingly collect, use or disclose information from children under the age of 16. If we learn that we have collected the personal information of a child under 16, we will take steps to delete the information as soon as possible. Please immediately contact us if you become aware that a child under 16 has provided us with personal information.

### **12. Revisions of this Privacy Policy**

This Privacy Policy is valid from 31/5/2022 and replaces any other previous notifications that we issued in the past regarding our personal data management practices. We reserve the right to revise this Policy at any time and we commit to notifying you about such revisions if they significantly affect your interests or fundamental rights and freedoms as a data subject.